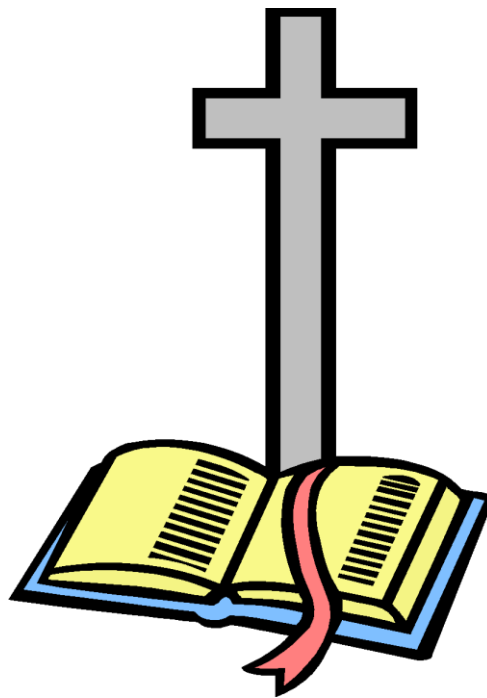


# **PILGRIM LUTHERAN SCHOOL**

## **Parent Handbook**



**Christ-Centered Education**

**PARENT HANDBOOK TABLE OF CONTENTS**

	Page Number
History of Pilgrim Lutheran Church .....	3
History of Pilgrim Lutheran School .....	3
The Vision Statement of Pilgrim Lutheran .....	3
Mission of Pilgrim Lutheran School .....	4
Mission Statement .....	4
Philosophy .....	4
Objectives .....	4
Goals .....	4
Mission/Purpose Statement .....	4
Non Discrimination Policy .....	5
The Teaching Staff .....	5
Financial Support .....	5
• Member Tuition .....	5
• Community Member Tuition .....	5
• Volunteer Hours .....	5
• Refunds .....	5
• Tuition Assistance .....	5
• Wisconsin Parental Choice Program .....	5
Enrollment .....	6
• Curriculum .....	6
• Religion .....	6
• Memory Work .....	6
• Reading/Literature .....	6
• Language Arts .....	6
• Handwriting .....	7
• Mathematics .....	7
• Science .....	7
• Social Studies .....	7
• Computer Literacy .....	7
• Art .....	7
• Music .....	7
• Physical Education .....	7
Extra-Curricular Activities .....	7
• Music .....	7
○ School Choirs .....	7
○ School Band .....	7
• Sports Activities .....	8
○ Types .....	8
○ Physicals .....	8
○ Coaching .....	8
○ Fees .....	8
○ Academic Eligibility .....	8
• Drama .....	8
Available Services .....	8
• Library Services .....	8
• Health Services .....	8
• Milk .....	8
• Lunch .....	8
• Insurance.....	8
Bus Transportation .....	9
• Boundaries .....	9
• Guidelines .....	9
• Green Bay Area Public School (GBAPS) Bus Rules .....	9
• GBAPS Discipline Procedures .....	9
Psychological Testing .....	10
Basic School Policies .....	10-15

● Grading System .....	10
● Progress Reports .....	10
● Mid-Quarter Reports .....	10
● Report Cards .....	10
● Parent-Teacher Conferences .....	10
● Honor Roll .....	10
Discipline .....	11
● Detention .....	11
● Probation .....	11
● In-School Suspension .....	11
● Suspension .....	11
● Expulsion .....	11
● Endangering of Life, Health, Safety & Willful Destruction .....	11
● Gum Chewing, Candy, Food, Smoking, Cell Phones & Nuisance Items ...	11
Arrival Time .....	11
Tardiness .....	11
Leaving School Grounds .....	11
Homework .....	11
School Closings .....	12
Care of Books & Property .....	12
Field Trips .....	12
Achievement Tests .....	12
Bicycles .....	12
Lost and Found .....	13
School Calendar .....	13
Drills .....	13
After School Hours .....	13
Telephone (Cell Phone Policy) .....	13
Dispensing of Medicine .....	13
Attendance .....	13
● Church .....	13
● School .....	13
● Written Excuse .....	13
● Absences .....	13
● Continual Virtual Instruction (CVI) Attendance .....	13
Dress Code .....	14
Anti-Bullying .....	14
Guidelines for Parents re: School Policies .....	15
● Spiritual Development .....	15
● Academic Development .....	15
● Mutual Respect & Consideration .....	15
● Non-discriminatory Policy .....	15
Board of Education Policies .....	
● Open Meeting Guidelines .....	15-16
● Pilgrim Educational Purpose .....	16
● Educational Expense .....	16
○ Mission .....	16
○ Foundation and Vision .....	16
○ The Goal .....	16
○ The Central Curriculum .....	16
○ Potential Allocation Methods .....	16
● Transfer Policy .....	17-18
● Non-Harassment (Sexual Harassment and Title IX.) .....	18
○ Exemptions, Other Exemptions. Conclusion .....	18
● Discipline .....	18-19
● Visitor .....	19-20
● Academic Standard .....	20
● Parent Handbook Financial Support .....	20
○ Member Tuition .....	20
○ Community Member Tuition .....	20

- Volunteer Hours .....20
- Field Trip ..... 20-21
- USDA Nondiscrimination Statement .....21
- Vacation Request Agreement Form ..... 22

## HISTORY OF PILGRIM LUTHERAN CHURCH

Pilgrim Lutheran Church began as a mission congregation in March of 1957. The first service was conducted on March 24, 1957 in its newly erected chapel located on Military Avenue, bounded by Langlade and Biemeret Streets. The Chapel was dedicated on March 31, 1957. Membership at that time numbered 41 souls with a communicant membership of 18.

The decision to build a new church at its present site was made on July 3, 1960. The church without the gymnasium and educational wing was dedicated on April 28, 1963. In 1963 Pilgrim Congregation had 257 members and 127 communicants.

Because of increased membership more room was needed for worship as well as for the educational needs of Pilgrim Lutheran Congregation. Dedication services for the new addition including the gym and eight classrooms were conducted on June 13, 1976.

In order to meet the needs of increased enrollment in the Christian Day School and other part time agencies, another addition was completed in 1985. Dedication services were held on October 27, 1985. The new addition included five classrooms, an art and science room, a school and principal's office, a teachers' work and meeting room, a health room, rest rooms for students and faculty, storage, and a heating and air conditioning system. All classrooms, hallways, and stairways were carpeted. New carpeting was installed in the church, narthex, hallways, and seven of the classrooms during the summer of 1997.

## HISTORY OF PILGRIM LUTHERAN SCHOOL

When Pilgrim was organized in 1957 the intent of starting a Christian Day school at some future date was included in the Constitution and By-Laws of the congregation. On page two of the Constitution, Article III, "Purpose", it states, "To this end we obligate ourselves to found and maintain a Christian Day School, if possible, using instruction in religion, the Bible, Luther's Small Catechism, and such other textbooks that contain nothing at variance with Holy Scriptures".

This long-awaited hope finally became a reality in December of 1980 when the Voting Body resolved to start a school in the fall of 1981. The school opened its doors on September 2, 1981 with 18 enrolled in kindergarten, 10 in Grade One, 12 in Grade Two, and 8 in Grade 3, making a total of 48 pupils.

It was decided to have one grade per classroom, and to add one grade each year until all eight grades were completed. The congregation called two full time lady teachers, two half day lady teachers, a half day secretary, and a principal for its first year of operation.

In fall of 1986 Pilgrim completed its full complement of Pre-K through Grade Eight, graduating its first class in June, 1987. The Lord richly blessed the growth of Pilgrim Lutheran School. In the fall of 1988 enrollment peaked at its highest total. Currently the staff includes one pastor, one vicar, one DCE, twelve full time teachers, one half day teacher, five teacher aides, one part time Music teacher, one part time Spanish teacher, one full time School Assistant Administrator and two part time Church secretaries, two part time School secretaries, and a principal.

## THE VISION STATEMENT OF PILGRIM LUTHERAN

**Our Foundation:** By following the example and direction of our Lord and Savior, Jesus Christ; though God's Word and Sacraments; and according to the traditions and confessions of the Lutheran Church - Missouri Synod...

**Our Vision:** Pilgrim Lutheran congregation will be a growing and Spirit-filled family of disciples reaching out to the community and world by using innovative and exciting ministries to help all people mature in the Christian faith.

## **Philosophy of Christian Education**

1. The Lord has asked us to bring up our children in Him (Eph. 6:4); to make disciples and teach all nations (Matt. 28:19-20); to teach His Word diligently (Deut. 6:6-8); and to grow in grace and knowledge of Him. (2 Peter 3:18).
2. We, as members of Pilgrim Lutheran Church, take these commands seriously and promote various educational agencies which comply to the commands of the Lord.
3. We believe that Christian education is a part of the church's mission to fulfill the Lord's commands. The agencies of Christian education bring people to a distinctive relationship with their God and His Word. This relationship enables the children to become witnesses for Christ in their lives.
4. We further believe that the Christian Day School provides the most effective means of nurturing the whole child since it provides:
  - a. Daily Christian instruction in God's Word.
  - b. More opportunity for God's Spirit to operate.
  - c. Exposure to a life of Christian discipleship through God's Word, Christian witness by teachers and fellow peers.
  - d. A better understanding of the relationship of God to His total creation.
5. It is further the purpose of Christian education to guide the total growth and development of each child of God. This will be accomplished through educational achievement, intellectual development, social interaction, spiritual nurturing and guidance. By these means we expect to provide well-adjusted members of the Christian church, the community and our nation.

## **Objectives of Lutheran Education**

1. To point the child to the ultimate purpose for which he was created and exists, namely, to praise, glorify, and serve God.
2. To provide a setting in which the child learns, through the work of the Holy Spirit, to know the true God -- including what God requires of him and what Christ has done and still does for him. This will empower each child to grow in grace and a life of Christian discipleship.
3. To develop a growing relationship with
  - a. The Triune God: The Father as Creator, The Son as Redeemer and the Holy Spirit as Sanctifier
  - b. The Holy Scriptures as the Word of Life; a proper understanding of Law and Gospel; an increased ability to apply God's Word to daily life; and a desire to gain blessings of Word and sacraments.
  - c. The Church as the Body of Christ, and a willingness and ability to serve as an active member of this body.

## **Goals for Pilgrim Lutheran School**

1. Provide the opportunity for Lutheran education to those who desire it and who's educational needs the school can meet.
2. Share the message of Christ with the administrator, teachers, students and parents, and assist them to identify, accept and live the Christian faith.
3. Integrate the message of Christ in every area of the school curriculum.
4. Seek the highest academic work and standard of conduct for students and staff to the glory of God.
5. Strive to increase the effectiveness of service to the congregation and the community.
6. Meet specific needs as determined by the administrator, teachers, students and parents.

## **Mission/Purpose Statement**

### **MISSION-PURPOSE STATEMENT**

***Educating children with the foundation and love of Jesus Christ.  
Ephesians 2:20***

## **NONDISCRIMINATORY POLICY**

Pilgrim Lutheran School, 1731 St. Agnes Drive, Green Bay, Wisconsin admits students of any race, color, and sex, handicapped, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to the students of this school. It does not discriminate on the basis of race, color, sex, handicapped, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

## **II. THE TEACHING STAFF**

Most of our teachers are products of one of our teachers colleges operated by the Lutheran Church-Missouri Synod. There they received a thorough training equipping them to teach the various subject areas and courses in Holy Scripture and in the confession/doctrines of our church. All full time teachers in grades K-8 are members of Pilgrim Lutheran congregation.

Various members of the faculty continue their education on a graduate level. The administrator of the school has a Master's degree in Education and Professional Development and a Master's degree in Administration. He is licensed with the State of Wisconsin. The administrator has 30+ years of teaching and administrative experience.

The members of our faculty are unique in that they view their profession as a divine calling from the Lord. They have chosen this vocation not only because of their love for teaching, but also because they wanted to share their love for the Savior with the students under their care. For that reason you will find a tremendous spirit of dedication in our teachers, which often demonstrates itself by "going the extra mile."

All of our faculty members have the credits to get or have a State of Wisconsin Teaching License. They are all working toward their license.

The pastors of our congregation are an integral part of our school. They have confirmation classes in grades seven and eight three times per week and also help conduct weekly Chapel services. The pastors are ex-officio members of the faculty.

## **III. FINANCIAL SUPPORT**

- A. **MEMBER TUITION:** Member tuition is set by the Board of Christian Education and approved by the Voting Assembly each year. A portion of this fee is required at early registration in March. This portion is non-refundable unless there are special circumstances involved, such as a move to a different city. Half of the tuition is then payable by July 15<sup>th</sup> and the balance of tuition is payable at the August orientation night or a Tuition Agreement can be signed and regular payments scheduled.
- B. **COMMUNITY MEMBER TUITION:** Community tuition is set by the Board of Christian Education and approved by the Voters. A Tuition Agreement Plan can be signed designating terms of payments: monthly, quarterly, by semester or in full.
- C. **FAMILY REFERRAL:** Pilgrim Lutheran School recognizes that the best source of recruiting new families to our school is our existing families. Therefore, effective for the school year 2016-2017 the following incentive policy will be in place to reward those families recommending our school to family members and friends who will enroll in Pilgrim.  
If a current Pilgrim Lutheran School family refers a new family (a new family is defined as not having a student in our school for the last two years) that family will receive a **tuition credit of 10% of the tuition per the family that enrolls**. Tuition credits will be awarded once the new family enrolls and pays the deposit.
- D. **VOLUNTEER HOURS:** We require 10 volunteer hours from each family. If this requirement cannot be met, we require a \$100 payment.
- E. **REFUNDS:** Withdrawals from school within the first three months of a school year allows a 50% tuition fee refund. There is no refund of tuition after the first three months. The registration fee and book fees are not refundable. The \$50 Book Fee per student per year is not refundable.
- F. **TUITION ASSISTANCE:** Tuition Assistance is available for qualified students. Ask for form FA1 in the office.
- G. **WISCONSIN PARENTAL CHOICE PROGRAM (WPCP):** Pilgrim is involved in the Wisconsin Parental Choice Program. Those families who qualify for tuition assistance can apply with the State of Wisconsin by income and residence requirements. The state currently accepts those verified applications by May and decides through a random draw who will receive this assistance. The random draw is governed by

state law which requires a percentage of eligible students in each community be selected. It will increase by 1% each year.

#### **IV. ENROLLMENT**

Any child who is able to relate in a normal classroom situation is eligible to attend our school. Children with serious learning disabilities or with severe emotional problems are not encouraged to enroll and must be screened before admittance, since we are not equipped to give that child the training he/she needs. Students with these problems need to be referred to the proper agencies for professional help and referral.

**Children must be five years of age on or before September first in order to enroll in Kindergarten.** A birth certificate must be presented upon registration. Children are also required by law to have the proper immunizations, unless they object for religious or personal reasons. A readiness test will be administered to all Kindergarten enrollees prior to the beginning of the fall term. Parents will be contacted and appointments are scheduled. In the event the test results would indicate a lack of readiness, parents will be consulted.

Pilgrim welcomes any eligible child into our school and parents who are members of our congregation are strongly urged to enroll their children. Children whose parents or legal guardians are not communicant members of Pilgrim may be accepted on a tuition basis. Member children will receive preference over non-member except for those non-members who currently have a child already enrolled.

These enrollment priorities and procedures only apply to private pay students and do not apply to students applying through the Wisconsin Parental Choice Program (WPCP). Enrollment preferences outlines for WPCP students are outlined in the Wisconsin state law that is administered during the random selection process. Applications of students applying to the WPCP will be evaluated solely on the basis of program eligibility via income and residency. **(Amended 11-09-15) Approved 11-09-15**

Parents of students who have been denied enrollment may appeal to the Pilgrim Lutheran School Board of Christian Education. **(Amended 09-14-15)**

#### **A. CURRICULUM**

The secular subjects taught in our school are those required by the State of Wisconsin, and upon graduation from our school qualify the students to enter any high school in Wisconsin. A brief description of each subject that is taught is as follows. A more detailed description of each subject with its objectives is on file in the school office, and available to refer to upon request.

#### **B. RELIGION**

A formal religion period is conducted daily from Pre-K through Grade Eight. The textbooks and materials used for this period have their source and origin from the inspired Word of God. In order to achieve a well-rounded and organized course of instruction, various books and materials are utilized to simplify the truths of God's Word and the doctrines of our Church. All materials used are carefully scrutinized and must be in harmony with Holy Scripture and the confessions of the Lutheran Church--Missouri Synod.

The main emphasis of religious instruction is to show children the need of a Savior, and the great love that Jesus had for all sinners by His death on the cross. This concept is further reinforced through the study of many Bible lessons and their application to daily living. It is our prayer that through the work of the Holy Spirit their faith will be strengthened, and continue to grow until they die and enter into eternal life. "Be thou faithful unto death and I will give you a crown of life." (Rev. 2:10)

#### **C. MEMORY WORK**

In order for our children to remember basic Bible truths, it important that they commit a number of Bible verses to memory, so they can find comfort and guidance from them, as well as reinforce and defend their faith. Memory verses taken from the Bible and Hymnal are therefore assigned from Kindergarten through Eighth Grade, together with the six chief parts and meanings of Luther's Small Catechism.

#### **D. READING/LITERATURE**

The reading program begins in Kindergarten. Great emphasis is place on the phonetical concept of reading. Through this concept the child learns to "sound out" the words, and thereby develops a high degree of efficiency in word attack. As the children continue through the grades, they also receive intensive training in word knowledge and comprehension, which is the key to meaningful reading. As an added resource, we also have reading laboratories, which reinforce and extend reading and comprehension skills. Students are also encouraged to use the school as well as the city library and submit book reports as directed by the teacher or teachers. Accelerated Readers, a computer management system, has now over twenty series which has greatly enhanced our program.

#### **E. LANGUAGE ARTS**

Spelling and English are taught in all the grades, and informally in Kindergarten. Weekly spelling exercises and tests are administered, teaching the spelling of the words, their makeup, their derivations, and their meanings. In the language program, all the basics of oral and written communication are stressed, together with correct usage

and identifying the various parts of speech. Students in the upper grades are also required to submit a research paper with adequate footnotes and bibliography.

## **F. HANDWRITING**

The need for legible handwriting and correct and neat letter formations is emphasized in all the grades. Students begin writing in the manuscript style, but switch to cursive sometime in second grade.

## **G. MATHEMATICS**

The math program begins in Kindergarten with number writing and numeral recognition. The four basic concepts consisting of addition, subtraction, multiplication, and division are emphasized throughout all the grades.

Multiplication and division tables are expected to be memorized by no later than the fourth grade. Long division, fractions, percentage and decimals are emphasized in the intermediate grades and are further developed in the upper grades. Students learn algebraic equations and geometrical concepts, critical thinking and problem solving skills, the metric system, estimation mental math, and other concepts advanced in the NCTM standards. TRANSITIONAL MATH was introduced in 1997 for seventh graders and now includes ALGEBRA for about 40% of the eighth graders.

## **H. SCIENCE**

In one of the Psalms David exclaims, "Lo, I am fearfully and wonderfully made, marvelous are Thy works, and that my soul knoweth right well". It is with this approach that the basic concepts of life and physical science are taught in all the grades. Children are taught many scientific truths theories, but always with the awareness that God is the Creator and Preserver of all things. Since God has made us stewards of His creation, ecology and conservation are emphasized. Experiments, projects, and exploration are part of the science program which stresses very basic concepts and facts. Included in the Science program is health, and discussion on the effects of drugs, chemicals, smoking, and the HIV virus. The hands-on EINSTEIN PROJECT is part of most grade levels.

## **I. SOCIAL STUDIES**

Throughout the social studies program, children are shown how God rules the destinies of men and nations. Political, economic, and physical geography of both hemispheres are taught in the various grade levels. The study includes relationship of people and their communities, regions, and continents of the world. Intensive study of Wisconsin, U.S. Geography, and U.S. History are also taught at the proper level.

## **J. COMPUTER LITERACY**

A formal computer curriculum will be taught in grades K – 8.

## **K. ART**

Children are given many opportunities to express their artistic abilities. Children are taught structured art but are also encouraged to use their own imagination and originality. Many different types of media are used, thus acquainting the students with a wide area of art techniques.

## **L. MUSIC**

All the students beginning in Pre-K are taught basic rudiments including rhythm, tone, pitch music appreciation, etc. In addition students are taught many hymns and other types of songs. Numerous opportunities during the week are utilized for participation in classroom music.

## **M. PHYSICAL EDUCATION**

All students are required to participate in physical education. Physical fitness exercises, gymnastics, and competitive sports are taught according to the different age levels. Anyone not participating should have a written excuse from the parents indicating a valid reason for non-participation. Prolonged periods without participation must have a written statement from a doctor. Students are required to wear special gym shoes for gym class.

## **V. EXTRA-CURRICULAR ACTIVITIES**

### **A. MUSIC**

1. **School Choirs** - The school has choirs available to all children. They include the Kindergarten choir, Grades 1 & 2, Grades 3 & 4, and Grades 5–8. Attendance at church and cooperation at practice is expected. Regular practices and opportunities to perform in Church and Chapel services will be scheduled. Some of the choirs may also perform at select public gatherings.
2. **School Band** - Students in grades 5-8 are permitted to participate in the School Band via private lessons and group sessions. The program is conducted under the leadership of the Band Instructor from North East Wisconsin Lutheran High School (NEWLHS). Policies and fee structures are announced at the Parent Orientation Night in August. A Jazz Band is also available for select members.
3. Students absent from school on a full day prohibits them from participating in any extra-curricular activity and will not be allowed to participate until the next day.



## **B. SPORTS ACTIVITIES**

1. Students in grades 5-8 are given the opportunity to participate in competitive sports. Teams for boys and girls include basketball, softball and soccer. Volleyball is played by girls in grades 5-8 in the fall of the year. In the spring of the year Pilgrim Lutheran School participates in a track and field meet. Students from grades seven and eight are eligible to participate in the cheerleading activities.
2. Students participating in sports and/or cheerleading require a physical examination every (2) years prior to participation. Students participating in Track & Field Day only require a signed parental consent form prior to participation. The Board of Christian Education recommends that students participating in this event have had a physical examination within the past (2) years. (rev 1/93)
3. Teams are generally coached by members of the faculty with practices after school hours. The teams participate in scheduled conference competition. Even though a victory is important, learning to play the game and Christian sportsmanship receive top priority. When faculty members are unavailable to coach all the teams, congregational members are sought out and enlisted to aid in the athletic program.
4. Fees for participation in various sports activities shall be determined by the athletic director and approved by the Principal.
5. Academic Eligibility Guidelines for Participation in Sports
  - a. All students have the right to participate in extracurricular events, but this right is not indelible. In order to keep the students committed to education first and extracurricular activities second, an academic eligibility standard must be met. Academic eligibility standards can serve two purposes: 1) to motivate students to raise their grades, and 2) to maintain good grades to stay active in extracurricular activities.
  - b. To maintain eligibility all students taking part in extracurricular activities may not receive four or more "minus" points during a grading period. If they do so, they will terminate their right to take part in cheerleading and any sports activities for two weeks. At this time an evaluation will be made to determine their eligibility. All teachers of departmentalized subjects are involved in this process.
  - c. Each "D" will count one minus point and each "F" two minus points. English, Math, Memory, Reading/Literature, Religion, Science, Health, Social Studies, Music, Art, Physical Education, Spanish and Spelling will be the subjects used to determine the minus points. Special exceptions may be made for those students of lesser ability upon the recommendation of the homeroom teacher.
  - d. Students absent from school on a full day prohibits you from participating from the extra-curricular activity and will not be allowed to participate until the next day.

## **C. DRAMA**

A musical is planned each year for grades K-3 and also for grades 4-6. Some of the classes present plays during the year as well.

## **VII. AVAILABLE SERVICES**

### **A. LIBRARY MEDIA CENTER – (LMC)**

Students are given an opportunity once a week to check books out of our school Media Center. Our Media Center is run by volunteers including our head librarian. The Media Center has a wide selection of books. A nominal fine is imposed for overdue books. Lost books must be paid for.

The LMC utilizes our Student Information System **Sycamore** to keep track of books checked out and returned.

### **B. HEALTH SERVICES**

1. Nurse--A city nurse is available to visit the school upon request by the administrator.
2. Vision, Hearing and Scoliosis--These screenings are performed on a regular scheduled basis by the County Health Department.

### **C. MILK**

2% white, skim milk, and chocolate milk are available for students who wish to take it. Due to government subsidy, the cost is very nominal.

### **D. LUNCH**

A formal hot lunch program is offered Monday through Friday. This program is contracted through Mrs. Kim Zimmerman's business known as Broadway Café. All financial responsibilities are Mrs. Zimmerman's, therefore any outstanding debt belong to Broadway Café and not to Pilgrim Lutheran School. Monthly calendars of meal choices are published.

### **E. INSURANCE**

The school does not have a policy to cover pupil accidents or injuries. Parents are urged to check their own policy for needed coverage.

## F. BUS TRANSPORTATION

### 1. Boundaries:

Busing is provided free of charge provided it is from within the established boundaries. Any student to be eligible for free bus transportation must live two or more miles from school, unless directed otherwise by the Director of Transportation in any respective school district.

The boundaries of the bus route as mutually agreed upon with Green Bay Trinity Lutheran School and established with the Director of Transportation, Green Bay Public Schools, are as follows:

- a. Students living in the city of Green Bay west of the Fox River
- b. All of the Ashwaubenon School District
- c. The Pulaski School District
- d. The West DePere School District
- e. Indian Hills area
- f. The Howard-Suamico School District

### 2. Guidelines

Students of Pilgrim Lutheran School who ride the bus are expected to obey and respect the bus driver and relate in a positive way to the rest of the students on the bus. If any students cause undue concern for the bus driver for whatever reason there might be, the driver has been instructed by the bus company and our school to warn the student of possible consequences.

### 3. **GREEN BAY AREA BUS RULES state:**

- a. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- b. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
- c. Damage done to the seats or other bus equipment by the rider must be paid by the rider, his parents, or guardian.
- d. Riders shall remain seated while the bus is in motion.
- e. Riders shall not extend head or limbs out of a window at any time, nor throw anything out of the windows.
- f. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait for students.
- g. Horseplay will not be permitted around or in the bus.
- h. Profane or indecent language will not be tolerated from any student.
- i. The driver has the authority to assign riders to designated seats.
- j. Animals or pets are not permitted on the bus.
- k. Eating or drinking will not be permitted on the bus.
- l. Smoking will not be permitted on the bus.
- m. There must be absolute quiet when approaching a railroad crossing stop.
- n. The emergency door shall not be used except in cases of emergency or safety drills.
- o. Pupils will not be picked up or discharged at intermediate points. There shall be no guarantee that pupils will be picked up at their own driveways.

### 4. **GREEN BAY AREA BUS RULES - DISCIPLINE PROCEDURES:**

- a. The driver will fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall at least state the date of the offense and previous misconduct warnings, student's name, offense committed and driver's signature and route number. The driver will make a positive identification if requested.
- b. The following action will follow the issue of a misconduct report:
  - i. **First Offense** - The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
  - ii. **Second Offense** - The school official will inform the parent or guardian of the offense and the student will be denied transportation for three school days.
  - iii. **Third Offense** - The school office will inform the parent or guardian of the offense and the student will be denied transportation for thirty school days.
  - iv. **Any subsequent offenses** will result in denial of transportation for the balance of the school year.

It is hoped that our students would be the kind of witness to their faith, and according to Scripture, "let their light so shine before men, that they may see their good works, and glorify their Father, which is in heaven."

## G. PSYCHOLOGICAL TESTING

Multi-disciplinary testing (M team) and evaluation is available from the district in which the student resides. Students with an exceptional educational need (EEN) may be referred by the teacher or parent, in consultation with the administrator. Students may only be tested upon parental consent.

## VIII. BASIC SCHOOL POLICIES

### A. GRADING SYSTEM

1. The following grading system has been adopted for all subjects:

A+ 100-99%	C 80-75%
A 98-95%	C- 74-73%
A- 94-93%	D+ 72-71%
B+ 92-91%	D 70-65%
B 90-85%	D- 64-63%
B- 84-83%	E -63% w/effort
C+ 82-81%	F -63% little effort

Striving for an "A" or a "B" is an excellent goal. **Of even greater importance is that the child uses the ability God has given him to the fullest extent.**

The "E" Grade: Since students might not be gifted enough in certain areas to receive 63% or over, we feel they should not be penalized by receiving an "F". If according to the judgment of the teacher the student has demonstrated sufficient effort, the student will receive credit for the course with a grade of "E", even though his average is below 63%.

2. **PROGRESS REPORTS** may be given at least every other week by teachers of departmentalized grades. This can also be done by other teachers. Student Grades are available on **Sycamore**.
3. **MID-QUARTER REPORTS** are available on Sycamore.
4. **REPORT CARDS** are distributed four times per year in approximately a nine-week interval.
5. **PARENT-TEACHER CONFERENCES** are scheduled after the first reporting period. In order to maintain positive school/home relationships, **every parent is expected to attend** the scheduled conference with their respective teacher. Additional conferences may be scheduled if deemed necessary by parent or teacher.

### B. HONOR ROLL

A Grade Point Average scale of 1 to 4 points is assigned for determining the HONOR ROLL with equal increments for each letter grade, +'s and -'s.

- A=4 points
- B=3 points
- C=2 points
- D=1 point
- F=0 points
- A grade point average of 4 is needed for the All "A" Honor Roll. High Honor Roll is 3.9 to 3.5 and for the Honor Roll a student must obtain a 3.4 to 3.0. No rounding up or down will be used in determining the Honor Roll.

The grades for ART, MUSIC, and PHYSICAL EDUCATION are included in the HONOR ROLL but are weighted at half value since these classes do not meet every day.

### C. DISCIPLINE

In order that every student, be given the greatest opportunity for learning, a reasonably quiet and attentive atmosphere must be maintained. Loud talking and other behavior that is not conducive to learning should not be tolerated. It is hoped that the love of Christ would constrain every student to be considerate of fellow class members and their teachers.

If, however, students are in need of correction, the most powerful weapon of all should first of all be used, which is the Word of God-the Law and the Gospel. In the event the student is not receptive to this type of correction, more stringent disciplinary measures might have to be employed.

In cases where behavior, attitudes, or disruptions persist or have become intolerable -- detentions, suspension or expulsion from the school might result. Penalties for the violation of school rules are applied on the basis of the seriousness of the offense.

**Detention:** Keeping a student after school. Parents will be informed via a form that the student must have his parents sign and then return to the school office.

- Detentions may be given if a student doesn't cooperate with the general classroom or school policy.
- Detentions can be given for fighting, repeated corrections and/or disruptions, disrespect, chronic rule breaking, incomplete homework, and the like.

- Detentions are generally held on Tuesday and Thursday afternoons from 3:15-3:45 PM for half an hour or from 3:15-4:15 PM for one hour. Teachers take turns in supervising the students. There is to be no talking during this period.
  - Detentions are to be served within one week of the offense. Five detentions will result in an in-school suspension while ten detentions will result in an out-of-school suspension.
1. **Probation:** The student is not permitted to attend any school functions or extra-curricular activities, but must attend school. (Choir is not considered an extra-curricular activity). Short probation is five weeks or less; long probation is for more than five weeks.
  2. **In-School Suspensions:** The student attends school, but is confined in a room to do his school work. Parents will be notified of the action and the child will do his work in the Ministry Office apart from the other children.
  3. **Suspension:** The student is not allowed in school or at any school related activities. According to Wisconsin law, a student may be suspended for not more than 3 days if:
    - The student is guilty of violating a school rule;
    - Or while at school, or under supervision of a school authority, the student endangered the property, health, or safety of others;
    - The suspension is reasonably justified.
  4. **Expulsion:** The student is permanently removed from school. According to Wisconsin law, a student may be expelled from school by the Directorate of Education for serious breaches of discipline while at school or under the supervision of a school authority. Generally, such breaches of discipline affect the property, health or safety of others. However, repeated offenses not involving the property, health, and safety of others may also warrant expulsion.

**D. ENDANGERING of LIFE, HEALTH, SAFETY, and WILLFUL DESTRUCTION of PROPERTY**

Any actions or behavior that would include the above stated actions would be considered a serious misdemeanor and subject to possible probation and/or expulsion. A partial list includes the possession of firearms, gun powder, explosives, tear gas, knives, switch blades, alcoholic drinks, drugs and/or chemicals, defacing or destruction of property, self-inflicted injury, etc.

**E. GUM CHEWING, CANDY, FOOD, SMOKING, MP3, IPOD..., CELL PHONES and NUISANCE ITEMS**

For the sake of hygiene, no gum chewing is permitted on school property. Food, candy, beverages, etc. are to be consumed only during the snack/lunch period or with the teacher's permission for special events such as a class party or birthday treat. Needless to say **smoking is not allowed**. Birthday treats should be handed out at the lunch period.

- We do not encourage your child to have a personal MP3, IPOD, IPAD, or cell phone at school. Students are permitted to bring their cell phone to school. However, they must check their phone into their homeroom teacher upon arriving to school. It can be picked up by that student at the end of the day. Any student who fails to turn in their cell phone and is caught with it in their possession will have their phone confiscated. A confiscated phone will only be returned to a parent or guardian, not to a student. Pilgrim Lutheran School is not responsible for any damage to the phones. **Any nuisance items such as toys, cameras, squirt guns, radios, Rubik's cubes, etc. are not permitted and will be kept by the teacher for a period of time.**

**F. ARRIVAL TIME**

Each student is entitled to a positive start to the school day. This is hard to achieve if they arrive after 8:10 a.m. Children should be in their desk and ready to work when the bell rings. This is a problem when students are not in their classrooms by 8:10 a.m. each day. The final bell rings at 8:15 a.m., but it is recommended that a student be in his/her classroom as close to 8:00 a.m. as possible.

**Tardiness Policy**

Rational: One of the most frustrating problems in today's classrooms is tardiness. A student who is five minutes late to class on a daily basis loses **25 minutes a week and 100 minutes a month of instruction**. Besides taking away instruction time, teachers become frustrated with the disruption of instruction. They often need to restart their lesson to allow the student to catch up with the class. To deal with this problem, teachers utilize a variety of responses from ignoring the student and the disruption to sending them tardy slips, detentions and notes home. This inconsistency causes student and parent confusion about the importance of being on time to class. **Research has also shown that students who strive to be on time to class will be more successful in future occupations and have a better work ethic.**

To avoid the confusion and support the educational environment for the school, the Board of Christian has adopted this policy to deal with tardiness.

First, we encourage teachers to have positive incentives to be on time. Things like a five-minute fun activity, a brief graded morning quiz, an enjoyable learning game on the Internet that lasts for less than ten minutes, and others will provide encouragement to students to arrive early.

Second, students will receive a progressive series of consequences for tardiness.

In any one quarter – The new quarter will start the process over

First tardy: Warning letter

Second tardy: More urgent warning letter

Third tardy: Phone call to discuss the tardiness with the parent

Fourth tardy: Letter to parent is sent home and an essay for the parents and family to complete and return.

Fifth tardy: Parents and students meet with the principal to discuss ways to reduce the tardiness.

Additional tardy: Possible referral to child services

#### **G. LEAVING SCHOOL GROUNDS**

Children are to remain on the school grounds during the noon break unless a written request has been submitted by the parents. Those who regularly go home during the noon hour are to file a written permission slip with the teacher. Full responsibility of those leaving the school grounds rest with the parents and pupil.

#### **H. HOMEWORK**

Most of the school work can be completed in school, but some homework may be assigned. If the student has a constant excessive amount of homework, please discuss the situation with the teacher. It is not usually the amount of work assigned, but rather the wise use of time in the classroom. Students in the upper grades might have up to 45 minutes to an hour of homework a few times per week. Students in the grades below that should have proportionately lesser amounts. In order to help the students, plan their work better, weekly assignment books may be started in Grade 3 through Grade 8.

#### **I. SCHOOL CLOSINGS**

Since our students are transported by the various school district buses school closings due to bad weather or road conditions will be the same as the Green Bay Public Schools. Keep tuned to your local radio station for information. We will inform parents of school closings via the *School Messenger* communication system.

#### **J. CARE of BOOKS and PROPERTY**

As good stewards of God's gifts, it is hoped that every student will take personal pride in caring for books, property, and equipment. Rented books and library books that show excessive wear or are lost must be paid for by the student on a pro-rated basis. Students are also held responsible for school furniture or equipment that is carelessly or deliberately damaged, or marred.

#### **K. FIELD TRIPS**

Occasional field trips are scheduled so students can learn by seeing as well as by reading. Every student is expected to participate, since it is a day of school. Permission slips and payment of fees, (if transportation is used) must be submitted sometime prior to the day of the trip.

##### **a. FIELD TRIP TRANSPORTATION POLICY**

- i. It has been said that a picture is worth 10,000 words. It is for that reason that the school schedule includes occasional field trips, so that students can learn by seeing as well as by reading.
- ii. Every student is expected to participate since it is a day of school. Permission slips and payments of fees (if transportation is used) must be submitted sometime prior to the day of the trip.
- iii. In cases of financial hardships parents are to make arrangements with the Principal.
- iv. Occasional field trips are scheduled so students can learn by seeing as well as by reading. Every student is expected to participate, since it is a day of school. Permission slips and payment of fees, (if transportation is used) must be submitted sometime prior to the day of the trip. Wisconsin Parental Choice Program (WPCP) students will not be charged a fee for field trips or transportation when the field trip is a part of the school curriculum. (Adopted policy by the BCE 09-14-15)
- v. The majority of the transportation for field trips is through parent volunteers. Completed permission slips **must** be filled out and returned in order to participate in any off-site activities. In order for us to participate in these unique learning events and activities, we need parents who are willing to assist with driving, supervising, and chaperoning.

- vi. Pilgrim Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and other school events; therefore we ask parents who are driving or chaperoning students to take the role of supervisor very seriously. **Any parent driving on a field trip must have a copy of their Driving Insurance Policy on file with insurance coverage and a copy of their current State of Wisconsin Driver's License on file in the School Office.** All State of Wisconsin regulations regarding seating, seat belts and car seats must be strictly adhered to.
- vii. Our ***Pilgrim Safe Initiative*** also requires background checks on all adults who drive or supervise students on field trips, class trips, or athletic events. This requirement for a background check includes parents or adults who are participating in that trip with the class or school group.
- viii. Also, to ensure safety, we ask parents, drivers, or chaperones in direct supervision of students to refrain from smoking or consumption of alcohol while they fulfill their role. This includes any overnight or out-of-town activities. Also, we ask that parents not carry dangerous materials or weapons (i.e. knives, firearms) on school trips or activities. We also ask that parents refrain from allowing students to watch inappropriate movies or listen to inappropriate music while in their car. It is expected that children will be under direct supervision in close proximity while driving and watching assigned students. It is important for parents to respect the authority of the teacher or designated Pilgrim staff member. (Adopted policy by the BCE 10-02-18)

**L. ACHIEVEMENT TESTS**

In order to determine the progress of the students as well as their strengths and weaknesses, a yearly nationally recognized achievement test will be given to each student in grades 3-8. Pilgrim uses the computerized NWEA MAP test.

**M. BICYCLES**

Bicycles should be placed in the bike racks upon arrival at school. They are to remain in the racks the entire day except for those who use them to go home for lunch, and upon returning are to be placed there immediately. If the bicycles are to be used for any other reason permission must be granted by the teacher. For reasons of safety bicycles are to be walked on the driveway and playground. It is also requested that bicycles be locked.

**N. LOST and FOUND**

Lost items are put into a box outside the Science/Computer Lab. Periodically those items not claimed will be disposed of. Please label your child's clothing.

**O. SCHOOL CALENDAR**

A yearly school calendar is given to every parent. If possible, please schedule all appointments on days where there are no classes.

**P. DRILLS**

Fire, tornado, and safety drills are conducted periodically during the school year.

**Q. AFTER SCHOOL HOURS**

Students who walk or ride bicycles are expected to leave the premises within a short time. Loitering in the building or on the playground is not permitted. If students are requested to remain after school, except for practices or rehearsals, parents are to be notified by the time of dismissal.

**R. TELEPHONE**

The telephone is primarily for the use of office and school personnel. Students are permitted to bring their cell phone to school. However, they must check their phone into their homeroom teacher upon arriving to school. It can be picked up by that student at the end of the day. Any student who fails to turn in their cell phone and is caught with it in their possession will have their phone confiscated. A confiscated phone will only be returned to a parent or guardian, not to a student. Pilgrim Lutheran School is not responsible for any damage to the phones.

**S. DISPENSING of MEDICINE**

A parent who wishes to have medicine dispensed, including aspirin, to his/her child by the School Administrative Assistant while in school must fill out a Parent Medication Request Form. Medication cannot be dispensed without this form because of possible legal technicalities. Forms are available upon request.

**T. ATTENDANCE/ABSENCE**

a. **CHURCH**

Regular attendance at worship services is expected of our school family. Student church attendance is recorded by the teachers and noted on the Report Cards. It is expected that families paying membership tuition would have a minimum church attendance of 50% or higher per quarter.

b. **SCHOOL**

Regular attendance in school is a state requirement. When your child is ill, with a temperature or communicable disease, you are expected to keep him/her home to avoid spreading the sickness to

others. Students must be fever free for 24 hours before returning to school. **Students who are absent from school because of an illness will not be allowed to participate in extra-curricular or after school activities.**

c. **WRITTEN EXCUSE**

State regulations require that a written excuse signed by the parents indicating the reason for the absence must be submitted to the respective teacher upon returning to school. Parents should call the school office in the morning if the child is absent.

d. **ABSENCES** Complete and sign Vacation Request Form (page 23) and submit it to the Principal/School Office a minimum of one week before the planned absence.

- i. All tests and as many assignments as are deemed necessary are to be completed within a reasonable time after returning.
- ii. Absences for reasons other than illness, death in the family or medical emergencies must be requested and approved at least one week in advance. In the case of a student missing school for a vacation, the following steps should be followed:

e. **CONTINUAL VIRTUAL INSTRUCTION (CVI) ATTENDANCE (Revised 09/08/20)**

- i. All Pilgrim students who are enrolled in Pilgrim Lutheran School Continual Virtual Instruction and are learning digitally are required to sign in to Google Classroom and/or the class Zoom meeting so as to be visually present at the specified times with the classroom teacher every day to be counted in attendance. As student's login for the day the teachers will submit attendance to Sycamore by 3 PM. Students who do not log on at the required daily times will be counted absent unless they meet the following criterion:
- ii. If a student is not able to be at the required daily classroom sign in or the class scheduled Zoom meeting, they may alternatively check in with the teacher at a prearranged time during the school day to be counted in attendance.

#### **U. DRESS CODE - Student Dress Code (Revised 8/7/18)**

It is very difficult to establish a satisfactory dress code with today's rapidly changing fashions. We also realize that certain types of dress are appropriate for certain types of activities. This is especially true in an educational setting which requires much concentration and self-discipline.

Pilgrim Lutheran students take pride in themselves and their accomplishments. The school dress code sets rules to foster pride in personal appearance. The appearance should not disrupt or distract the learning process within the classroom or school. Within the guidelines, the following types of apparel will be considered and dealt with as inappropriate.

##### **a. General guidelines for all students:**

- i. No clothing with advertising or slogans of alcohol or tobacco, music groups, or questionable subject matters will be worn.
- ii. Coats, jackets, headwear, sunglasses and other outer apparel may not be worn in the classroom.
- iii. During August-October and April-June, shorts may be worn if daytime temperatures reach a reasonable temperature based on the parent's decision. All students are expected to be appropriately dressed and able to participate in outdoor activities. Shorts should be loose-fitting and the appropriate length. The length of shorts must be mid-thigh. Spandex shorts, biker shorts, short shorts, and cutoffs will not be allowed.
- iv. Leggings or yoga pants when worn only with a shirt, the shirt must be mid-thigh for reasons of modesty.
- v. Unnatural hair colors are not permitted.
- vi. Open-backed shoes must be worn with socks or nylons. No flip-flops are permitted at any time.
- vii. Heelys (shoes with wheels) are not permitted. This is a safety and liability issue.
- viii. Clothes, especially jeans, with rips, tears, or holes of any kind are not allowed.
- ix. All scented sprays such as body spray, colognes, hair sprays, etc., may only be used in the locker rooms.
- x. Underwear and bras (includes sport bras) should not be visible at any time!
- xi. We encourage students to dress up for chapel and special occasions. Dresses, blouses, skirts, dress shirts, and non-denim slacks are suggested clothing.
- xii. All students must have clean, groomed hair styles that do not interfere with the student's ability to learn nor present a distraction to other students or staff. Hair must be neatly kept and must not cover the student's eyes at any time. Long hair must be styled to prevent the risk of injury to the student or a distraction to the class.

##### **b. Dress and Grooming guidelines for Girls:**

- i. School clothing that girls are permitted to wear consists of blouses, slacks, blue jeans, sweaters, sweatshirts, T-shirts, no sleeveless shirts or dresses unless collared and dresses and skirts of appropriate length. (This is mid-thigh as described above.)
- ii. All tops must be long enough so the midriff area is covered at all times. Have your child raise her hands over her head to see if her midriff shows.
- iii. Girls may have pierced ears only. No other body piercings are allowed.
- iv. Make-up may not be worn in excess.

##### **c. Dress and Grooming guidelines for Boys:**

- i. Boys may not wear muscle shirts or have any piercings.
- d. The dress code is in effect any time the student is on school grounds, including before and after school and at all school functions. Students not complying with this dress code will be asked to comply and their parents may be notified. They could be sent home to change clothes to be compliant or their parents will be called to bring a change of clothing.
- e. \*\*Note: Gym Classes and Sport Practice can wear sleeveless uncollared tops no bras showing sports bras or otherwise showing. Shorts must be appropriate length. Appropriate length (mid-thigh) spandex is allowed for girls' volleyball practice only!

#### **V. Anti-Bullying Pledge**

- a. Bullying is a behavior that is not tolerated at Pilgrim Lutheran School. Bullying is the act of intimidating a person or repeating hurtful behavior in a situation where he/she feels a lack of power to be able to prevent the behavior. At the beginning of each school year the students in 5<sup>th</sup> grade are shown a video about bullying and 5<sup>th</sup> – 8<sup>th</sup> are asked to sign an Anti-Bullying Pledge. This pledge is also sent home for the parents to discuss with their student. We believe



that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

## 5. GUIDELINES FOR PARENTS RE: BASIC SCHOOL POLICIES

- a. The Basic School Policies that have been stated have been agreed upon by the Board of Christian Education. They were written in a spirit of Christian love and helpfulness, following the Biblical directive "to do everything decently and in order". Please help carry them out in a manner suggested by the guidelines stated below. May the Lord bless our mutual efforts and help establish God-pleasing school-home relationships.
- b. **SPIRITUAL DEVELOPMENT**
  - i. **Christian Living:** Since children often copy their superiors, it is important that the home establishes and practices the same guidelines of Christian living that are taught in school according to God's Word and the Ten Commandments.
  - ii. **Prayer:** Children in school are taught to pray frequently, including before and after meals as well as upon rising and retiring. The same practices should exist in the home.
  - iii. **Church Attendance:** Children and parents should attend church. The Lord's warning of offending little ones which believe in Him can easily happen if children get the impression that the Third Commandment applies only to them, and not Mom and Dad. The Board of Education has defined a Pilgrim Lutheran member as someone who attends worship 50% or more per quarter at Pilgrim Lutheran Church. We encourage Sunday School attendance; however, Sunday School attendance does not count towards church attendance.
- c. **ACADEMIC DEVELOPMENT**
  - i. **Home Work:** Children in our school are expected to do a reasonable amount of home work. If children claim they have all their work completed, they can review the material covered or do supplemental work such as reports and projects.
  - ii. **Academic Achievement:** There is no accurate norm by which to judge a student's academic potential. However, a child having an average intelligence should be able to do work in the "B" or "C" bracket. Since academic achievement is becoming more of an important criterion for scholarships, college entrance, and job placements parents should encourage their child to work up to his/her academic potential.
  - iii. **Parent Involvement:** When parents show a deep interest in their children's work and activities, the children generally show greater progress. We encourage you to take every opportunity to ask your child about his/her day at school, test results, memory work, etc. Check on the next day's assignment and its completion.
- d. **MUTUAL RESPECT**
  - i. Parents/teachers/students should act and be concerned about each other as in a Christian family. A feeling of mutual respect can be built up as we all downplay criticism, gossip, and insults and truly try "to put the best construction on everything".
  - ii. In an effort to improve communication between parents and teacher, the Board of Education has adopted a three step process which is based on the principle of Matthew Chapter 18. The process is called the Document of Cooperation. Forms are included at the end of this handbook.
  - iii. Children are expected to accept the judgment of the teacher and not talk back. Side remarks or visible signs of anger and dislike will not be tolerated.
  - iv. Occasionally, a child will use expressions that are contrary to God's Word. Persistent use of these expressions, whether vocal or by gesture, will result in serious disciplinary action.

## 6. NON-DISCRIMINATORY POLICY

Pilgrim Lutheran School, 1731 St. Agnes Drive, Green Bay, Wisconsin, admits students of any race, color, and sex, handicapped, national or ethnic origin to all rights and privileges, programs and activities generally accorded or made available to the students of this school. It does not discriminate on the basis of race, color, and sex, handicapped, national or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

## 7. BOARD OF CHRISTIAN EDUCATION

Board of Christian Education: The Board of Christian Education promotes the welfare of the Christian Day School, Preschool, Daycare and Before/After School programs. They develop and administer the budget for these educational programs, appraise the educational plans, select or approve curricula, educational materials and faculty, and are responsible for providing adequate equipment, cleanliness and discipline. The Board of Christian Education normally meets on the **first** Monday of each month unless otherwise specified.

**a. Open Meeting Guidelines:**

Parents, teachers and member of our congregation are welcome to attend the Board of Christian Education meetings. In the desire to maintain mutual order and respect the following principles will be observed:

- i. Persons wanting to address the board need to contact the principal and/or Chairman at least two days before the scheduled meeting to have their concern placed on the agenda. These persons will be invited to speak to their concern and will be asked to leave as the Board will go into Executive session and discusses their request.
- ii. It will be assumed that concerns brought before the Board will have followed the principles of Matthew 18 - speaking to the person, teacher, then the principal.
- iii. Visitors are welcome to observe but will not become a part of the discussion of Board business unless requested. Prior notification would be appreciated.
- iv. In the event that an executive session is called, all guests will be excused by the Chairman. (Adopted 5/22/95)

## **XI. PILGRIM LUTHERAN SCHOOL – EDUCATIONAL PURPOSE**

### **Mission Statement**

The mission of Pilgrim Lutheran School is ***“Educating children with the foundation and love of Jesus Christ.”*** Our church’s mission statement is ***“Save the lost and strengthen the saved.”***

### **Foundation and Vision of Pilgrim Lutheran Church**

- **Our Foundation:** We follow the example and direction of our Lord and Savior, Jesus Christ; through God’s Word and Sacraments; and according to the traditions and confessions of the Lutheran Church – Missouri Synod.
- **Our Vision:** Pilgrim Lutheran Church will be a growing and Spirit-filled family of disciples reaching out to the community and world by using innovative and exciting ministries to help all people mature in the Christian faith.

Pilgrim Lutheran Church and School, as an instrument of Christ’s mission, will be an inviting community, sharing the Good News of Christ as each person grows in joyfully using God-given gifts for loving service to our neighbors, locally and globally.

Pilgrim Lutheran School, as a ministry of Pilgrim Lutheran Church, will be an inviting educational community supportive of Christian homes and families, a fellowship in which each student, teacher and staff person will use God-given gifts and position to serve others willingly and joyfully, for Christ’s sake and to His honor and praise.

### **The Goal of Lutheran Education**

Lutheran education intends (as the Apostle Paul said of the Scriptures), to make us “wise for salvation through faith in Christ Jesus” (2 Tim. 3:15). The goal of Lutheran education is to prepare children for service in Christ’s kingdom here on earth and thus to equip them to live eternally in the heavenly kingdom of our Lord. We want all people to live in love and service to Jesus Christ. Whatever vocation they enter, they should understand it as a service to God and to others, and as a calling in which they live out their Baptismal calling as salt and light in the world. In response to this command of Jesus, the members of Pilgrim Lutheran Church from earliest days established a Lutheran school as one of the methods by which we make disciples. As part of God’s mission and God’s kingdom, Pilgrim Lutheran School provides us with 1) a means of training our member children in truth and righteousness and 2) a means of touching the lives of unchurched families by providing a quality education, and especially by helping them to feed on Jesus Christ, God’s living Word.

### **The Central Curriculum**

The central focus of Lutheran education is God and His saving purposes. The subjects taught at Pilgrim Lutheran School are in accordance with those required by the Wisconsin Department of Instruction and meet all requirements for elementary and middle schools through 8th grade. In addition to these requirements, our pupils receive daily instruction in God’s Word following the teachings and doctrine of the Lutheran Church-Missouri Synod. There is no separation of subjects as to religious or secular. All subjects are taught in the light of God’s revealed Word, the Holy Bible. We are concerned with the child’s total development - spiritual, social, mental, emotional and physical, at all levels of the school program.

Formal curricular subjects taught are Religion, Reading, Mathematics, Spelling, Language, Handwriting, Geography, Current Events, History, Science, Art, Music, Physical Education and Computer.

### **Potential Allocation Methods**

Pilgrim Lutheran School will allocate funds for education based on the following:

1. Pupil full-time equivalency or headcount
2. Employee full-time equivalency or headcount
3. Time spent in education
4. Number of transactions for allocating items such as accounting costs
5. Square footage used over time of the facility

## **XII. TRANSFER POLICY UPDATED**

Pilgrim Lutheran Church's school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, and school-administered programs.

A new student should be in good standing at his/her previous school. Enrollment is not considered final until the child's school records are received and reviewed by the school. All new students to Pilgrim Lutheran School are subject to a **nine-week acceptance period**.

The following procedures shall be followed for those wishing to enroll and/or transfer their children in Pilgrim Lutheran School.

1. An application form shall be completed by the parent.
2. After submittal of the completed application form, an interview shall be scheduled with the principal. **All new students**, except those entering Preschool and Kindergarten, must provide the following:
  - a. The student must attend the interview with the principal;
  - b. The parents must present the last report card; and
  - c. The parents must present any copies of standardized test reports given to parents from the previously attended school.
3. Students may be asked to take a variety of basic academic tests and the Wide Range of Achievement Tests (WRAT) to determine academic ability for grade placement and general knowledge when a student transfers into Pilgrim.
4. Following the interview, the principal may bring a recommendation to the Pilgrim Lutheran School Board of Christian Education for final approval.
5. The parents must also sign a "Release of Records" form for all school records including special testing, etc., so the child's school records can be received by Pilgrim Lutheran School. A complete transcript of records (academic, health, testing, etc.) shall be sent to the school office.
  - a. The parents must present the immunization record
  - b. The parents must present a Birth Certificate Verification form copy of the child's birth certificate as per the State of Wisconsin law.
6. If the child is accepted for admission, the family is expected to comply with the appropriate tuition policy requirements.

The gaining of children from outside the church is a mission venture of the school and is viewed as a challenge to the congregation. The Pilgrim Lutheran School Board of Christian Education reserves the right to make the final decisions relative to enrollment. All children attending Pilgrim Lutheran School must attend and participate in all functions, activities, and events related to the curriculum including Religion class, Chapel, and all mandatory activities and events for classes required and essential in grading.

## **XIII. NON-HARASSMENT POLICY**

### **SEXUAL HARASSMENT**

**In all cases Pilgrim Lutheran School will follow it's *Pilgrim Safe Initiative Policy*.** It is the policy of the Pilgrim Lutheran School Board of Christian Education to provide employees and students a school environment free from discrimination, including freedom from sexual harassment. **Sexual harassment is prohibited and will not be tolerated.** Lutheran schools of the Lutheran Church-Missouri Synod will provide employees and students a learning and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

**No person associated with Pilgrim Lutheran Church and School shall make unwelcome sexual advances or request sexual favors nor engage in any unwelcome conduct of a sexual nature when:**

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

If an employee or student feels that another person has sexually harassed them with unwanted sexual advances, request for sexual favors, or other forms of verbal or physical abuse of a sexual nature, they should directly inform the person engaging in such conduct that the harassment is offensive, against school policy and must stop.

If an aggrieved employee or student does not wish to communicate directly, or if such communication has proven

unsuccessful, the employee or student should contact the teacher(s), principal, pastor(s) or a Pilgrim Lutheran School board member. The facts surrounding the incident(s) will be documented by the employee or student and submitted to the principal, pastor(s) or board director, thus providing a basis for complete and impartial investigation of allegations.

In the event that the accused party is a student, the parents will be notified, and the student may be excused from classes until the investigation is completed.

In the event the accused part is a staff member, an immediate leave of absence will be granted until the allegation is investigated and a final disposition is reached. The salary of the staff member is to be continued during the investigation.

In the event the accused is a professional church worker, the LCMS district office is to be notified immediately.

In the event that the accused party is a volunteer, he or she will be excluded from further participation in the program until the accusation is investigated and a disposition is reached.

The investigation team is to be made up of at least three persons including a member of the Pilgrim Lutheran School Board of Christian Education, the pastor(s) and the principal. If the principal or the pastor(s) is the accused, a member of the Pilgrim Lutheran Church Council will be placed on the investigation team.

## **TITLE IX POLICY**

**Introduction:** Our belief about the gift of life, God's commandments about the sanctity of life and the gift of sexuality lead us to respect and value the individual and to create safe and caring learning environments; therefore, we align ourselves with these tenets described in Title IX.

Title IX is a Federal civil rights law. Schools (parochial, private and public) accepting Federal financial assistance, such as through school hot lunch programs or other Federal financial support, cannot discriminate on basis of sex in education activities or programs that are offered to students.

Sections of the Title IX Statute prohibit sexual discrimination and list for school personnel those inclusions, such as curricular offerings, extracurricular offerings, sexual harassment, sexual violence, or differential treatment based on gender.

Specifically section 34 CFR 106.34 of the Title IX Statute provides guidance to schools regarding single-sex classes and activities. That regulation is listed as follows:

A recipient shall not provide any course or otherwise carry out any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

### **Exemptions:**

Sections of Title IX offer exemptions to recipients for certain classes or portions of class segregated by sex.

Those exemptions are listed as follows:

1. Participation in physical education classes whereby the major purpose involves bodily contact (34 CFR 106.34 (c)).
2. Classes taught in elementary and secondary schools dealing exclusively with human sexuality (34 CFR 106.34 (e)).
3. School personnel can separate students by sex in circumstances of remedial instruction (34 CFR 106.3).

### **Other Exemptions:**

1. An exemption exists for religious institutions when inconsistent with the religious tenets of the organization - Section (1681(a) (3)).
2. Sections of Title IX permit school personnel to objectively measure students by a consistent standard and group in physical education classes without regard to sex (34 CFR 106.34(b)); and permit school personnel to separate students on the basis of voice quality, which may or may not result in a choir of predominately one sex (34 CFR 106.34 (f)).
3. Another section of Title IX identifies schools which are exempt and those that must comply with the Statute (1681(a) (1)).
4. Title IX provisions on single-sex schools do not apply to private elementary and secondary schools.

### **Conclusion:**

Two significant Supreme Court cases involve single-sex education and are listed as follows:

1. United States v. Virginia, 518 U.S. 515 (1996) – Supreme Court ruled that a state sponsored, male-only military college violated the Equal Protection Clause of the constitution.
2. Mississippi University for Women v. Hogan, 458 US 718 (1982) – Supreme Court ruled that a state sponsored, female-only nursing school violated the Equal Protection Clause of the constitution.

**(Adopted both policies by the BOE 09-14-15)**

## **XIV. DISCIPLINE**

In order that every student be given the greatest opportunity for learning, a reasonably quiet and attentive atmosphere must be maintained. Loud talking and other behavior that is not conducive to learning should not be tolerated. It is hoped that the love of Christ would constrain every student to be considerate of fellow class members and their teachers.

If, however, students are in need of correction, the most powerful weapon of all should first of all be used, which is the Word of God-the Law and the Gospel.

In the event the student is not receptive to this type of correction, more stringent disciplinary measures might have to be employed. In cases where behavior, attitudes, or disruptions persist or have become intolerable -- detentions, suspension or expulsion from the school might result. Penalties for the violation of school rules are applied on the basis of the seriousness of the offense.

1. **Detention:** Keeping a student after school. Parents will be informed via a form that the student must have his parents sign and then return to the school office.  
 Detentions may be given if a student doesn't cooperate with the general classroom or school policy. Detentions can be given for fighting, repeated corrections and/or disruptions, disrespect, chronic rule breaking, incomplete homework, and the like.  
 Detentions are generally held on Tuesday and Thursday afternoons from 3:00-3:45 PM for half an hour or 3:15-4:15 PM for an hour. Teachers take turns in supervising the students. There is to be no talking during this period. Detentions are to be served within one week of the offense. Five detentions will result in an in-school suspension while ten detentions will result in an out-of-school suspension.
2. **Probation:** The student is not permitted to attend any school functions or extra-curricular activities, but must attend school. (Choir is not considered an extra-curricular activity). Short probation is five weeks or less; long probation is for more than five weeks.
3. **In-School Suspensions:** The student attends school, but is confined in a room to do his school work. Parents will be notified of the action and the child will do his work in the Ministry Office apart from the other children.
4. **Suspension:** The student is not allowed in school or at any school related activities. According to Wisconsin law, a student may be suspended for not more than 3 school days if: the student is guilty of violating a school rule; or that while at school, or under supervision of a school authority, the student endangered the property, health, or safety of others; and that the suspension is reasonably justified. The suspended student will not be allowed to participate in class or extra-curricular activities will be counted as absent and held responsible for all assigned work. A day of suspension begins at 7:30am and runs for 24 hours. The child does not participate in school-related events (except Chapel) until the suspension has been served. A second suspension may also have up to a three day duration. A third suspension will require a meeting of the student, parents/guardians, the Principal, and a representative of the Pilgrim Lutheran School Board of Christian Education. Cause for an expulsion hearing may be determined in this meeting. Decisions and appeals regarding suspension and re-admittance rest in the hands of the Pilgrim Lutheran School Board of Christian Education.  
 In making a decision to appeal, the Pilgrim Lutheran School Board of Christian Education will hear statements from the offending student, the student's parents/guardians, the accuser(s), and the principal. Parents may designate a spokesperson.
5. **Expulsion:** The student is permanently removed from school. According to Wisconsin law, a student may be expelled from school by the Directorate of Education for serious breaches of discipline while at school or under the supervision of a school authority. Generally, such breaches of discipline affect the property, health or safety of others. However, repeated offenses not involving the property, health, and safety of others may also warrant expulsion. Decisions and appeals regarding expulsion and re-admittance rest in the hands of the Pilgrim Lutheran School Board of Christian Education. Occasions for an expulsion hearing are set forth in the following statement:  
*When individuals adamantly and steadfastly refuse to participate in an ongoing reconciliation process, they have in effect excluded themselves from the community.*
6. **Appeals Process Suspension – Expulsion**  
 In keeping with our challenge to model Christ and His mission, suspension and expulsion will not be taken lightly. The principal reserves the right to suspend a student for cause. Parents will be informed before any suspension is in effect. A request for re-admittance may be made to the Pilgrim Lutheran School Board of Christian Education on behalf of the child at the beginning of the following school year, providing the duration of the expulsion has been no less than one full quarter. All parties present in the original hearing are eligible to speak. A decision to readmit will be made only in cases where there has been a demonstration of willingness to admit sin and a commitment to working through the restoration of community. (Adopted policy by the BOE 09-14-15)

## **XVI. VISITOR POLICY**

### **Guidelines for the Welcome Center – Greeting Visitors**

In our desire to provide greater security, the Pilgrim Lutheran School Board of Christian Education in conjunction with the Pilgrim staff will provide the following door security process at our church and school during school days. The front entrance to the school and the north parking lot entrance to the school will be locked. The Welcome Center will be manned throughout the school day. At 3:00 PM the front school entrance and north parking lot doors will be open for parents to come in and retrieve their children.

**Welcome Center Hours:** Monday-Friday, 8:30 AM– 3:30 PM (No School days-No Welcome Center)

**Attendants** must remain at the Welcome Center at all times. **They do not escort visitors** to the office or help out away from the Welcome Center. **Persons entering the school must sign in & out, give their driver's license to the Welcome Center personnel** and wear a badge. Sign-in will state: Name, Destination, Date, and Time In & Out. **Food Pantry requests:** Call the Office and let them know how many people are here for food.

### Special Situations:

- **Signing in for just child pickup or drop off for half day K and 4K or just checking church mailboxes?** People do not have to sign in. Children will be brought to the Welcome Center after class is done where parents can wait. People do not have to sign in if parent is just dropping off student for class. People do not have to sign in when checking the mailboxes, they do not need to enter the school.
- **Parents picking up child for an appointment?** Call the School Office and ask the Administrative Assistant to intercom the classroom. The Office will have the child sent down to the Welcome Center.
- **Should Reading and Speech teachers sign in?** Yes
- **To call the office:**
- **For the Church Secretary dial 2233**
- **For the School Secretary dial 2244**
- **See special folder for pictures and notes of people who are NOT to enter the school area**  
(Adopted policy by the BOE 09-14-15)

### XVII. ACADEMIC STANDARDS

- A. The Wisconsin Model of Academic Standards is used for all core subjects taught at Pilgrim Lutheran School such as reading, math, science, language arts, writing, geography and history. This is done in cooperation with the Lutheran Church Missouri Synod curriculum entitled "Integrating the Faith."  
(Adopted policy by the BOE 09-14-15)

### XVIII. PARENT HANDBOOK—SECTION III. FINANCIAL SUPPORT:

- A. **FINANCIAL SUPPORT – Parent Handbook (page 5)**
- B. **MEMBER TUITION:** The cost per pupil will be determined yearly by the Board of Education and the Finance Committee. A portion of this fee is required at early registration in March. This portion is non-refundable unless there are special circumstances involved, such as a move to a different city. **Full tuition payment is expected before the first day of school or a signed Payment Plan should be in place. Tuition Fees do not apply to WPCP (Wisconsin Parent Choice Program) students.**
- C. **COMMUNITY MEMBER TUITION:** The cost per pupil will be determined yearly by the Board of Education and the Finance Committee. A portion of this fee is required at early registration in March. This portion is non-refundable unless there are special circumstances involved, such as a move to a different city. Full tuition payment is expected before the first day of school or a signed Payment Plan should be in place. Tuition Fees do not apply to WPCP (Wisconsin Parent Choice Program) students.  
(Adopted policy by the BOE 09-14-15)
- D. **VOLUNTEER HOURS:** We require 10 volunteer hours from each family. If this requirement cannot be met, we require a \$100 payment. Volunteer hours requirements do not apply to WPCP (Wisconsin Parent Choice Program) students. Pilgrim Lutheran school encourages volunteering for all families. We encourage volunteering because it supports and enables us to sustain our overall ministry.  
(Adopted policy by the BOE 09-14-15)

### XIX. FIELD TRIPS

#### FIELD TRIPS

1. It has been said that a picture is worth 10,000 words. It is for that reason that the school schedule includes occasional field trips, so that students can learn by seeing as well as by reading.
2. Every student is expected to participate since it is a day of school. Permission slips and payments of fees (if transportation is used) must be submitted sometime prior to the day of the trip.
3. In cases of financial hardships parents are to make arrangements with the Principal.
4. Occasional field trips are scheduled so students can learn by seeing as well as by reading. Every student is expected to participate, since it is a day of school. Permission slips and payment of fees, (if transportation is used) must be submitted sometime prior to the day of the trip. Wisconsin Parental Choice Program (WPCP) students will not be charged a fee for field trips or transportation when the field trip is a part of the school curriculum. (Adopted policy by the BCE 09-14-15)
5. Field Trip Transportation
  - a. The majority of the transportation for field trips is through parent volunteers. Completed permission slips must be filled out and returned in order to participate in any off-site activities. In order for us to participate in these unique learning events and activities, we need parents who are willing to assist with driving, supervising, and chaperoning.
  - b. Pilgrim Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and other school events; therefore, we ask parents who are driving or chaperoning students to take the role of supervisor very seriously. Any parent driving on a field trip must have a copy of their Driving Insurance Policy on file with insurance coverage. All State of Wisconsin regulations regarding seating, seat belts and car seats must be strictly adhered to.
  - c. Our **Pilgrim Safe Initiative** also requires background checks on all adults who drive or supervise students on field trips, class trips, or athletic events. This requirement for a background check includes parents or adults who are participating in that trip with the class or school group.

- d. Also, to ensure safety, we ask parents, drivers, or chaperones in direct supervision of students to refrain from smoking or consumption of alcohol while they fulfill their role. This includes any overnight or out-of-town activities. Also, we ask that parents not carry dangerous materials or weapons (i.e. knives, firearms) on school trips or activities. We also ask that parents refrain from allowing students to watch inappropriate movies or listen to inappropriate music while in their car. It is expected that children will be under direct supervision in close proximity while driving and watching assigned students. It is important for parents to respect the authority of the teacher or designated Pilgrim staff member. (Adopted Policy BCE 10/02/18)
- Adopted by the Board of Christian Education of Pilgrim Lutheran School  
1982 revised 1989, 1994, 1995, 1997, 1999, 2000, 2003, 2004, 2006, 2007, and 2010
- Revised Policies 2015-16

**XX. USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**



# Pilgrim Lutheran School Vacation Request Agreement



I am requesting permission to take my child/children out of Pilgrim Lutheran School for **more than one full school day**. Realizing any missed school days can be a barrier to my child's formal education, I am assuming full responsibility in seeing that my child(ren)'s make-up work will be completed **within one day per number of days missed** upon their return. I will also check with my child's teacher to follow through with my commitment.

Child	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Dates of my child(ren)'s absence: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_