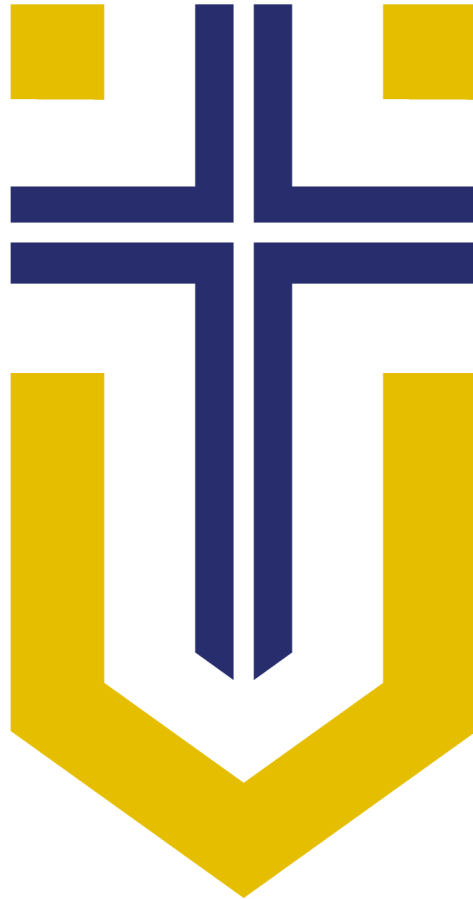


PILGRIM LUTHERAN

Parent/Student Handbook 2025-2026



**PILGRIM
LUTHERAN
CHURCH & SCHOOL**

*Connecting kids to Jesus through exceptional
educational experiences*

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MISSION/VISION/CORE VALUES

MISSION

Connecting kids with Jesus through exceptional educational experiences

PURPOSE

Pilgrim Lutheran School pursues Christ-centered, exceptional educational experiences that equip children for lifelong learning and courageous servant leadership built on the strong foundation and love of Jesus Christ.

VISION

Pilgrim Lutheran School engages learners within a vibrant, Christ-centered educational community where highly skilled and dedicated Christian educators and staff support children in an exceptional, joy-filled, and learner-focused program that prepares them for a faith-filled life and connects them with Jesus.

CORE VALUES

Christ-Centered - Pilgrim Lutheran exists to glorify Christ. In every person and ministry, Christ is first, and our ultimate goal is to glorify Him. We desire for families to experience and encounter Christ through our community by means of our educational programming and through the godly personal lives of our staff. If Christ is not glorified through our fellowship, we have failed, no matter how much outward success we may enjoy.

Discipleship - Discipleship is about growing all of God's people into maturity, so that we can both enjoy a relationship with God and play our full part in His mission. We seek to become disciples of Jesus and to make disciples of Jesus who will, in turn, make disciples of Jesus.

Exceptional Educational Experiences - Exceptional educational experiences include cocurricular and extracurricular programming, academics, outside-of-the-classroom experiences, learning spaces, varied and current pedagogical methods, special needs and gifted programs, and everyday spiritual and discipleship connections in classrooms and as part of the greater Pilgrim community.

Community - We are committed to developing and maintaining healthy, dynamic, family-style relationships between our staff, board, students, and families and doing our part to contribute to our local and regional communities.

Team Ministry - At Pilgrim, we deliberately and strategically work together as a unified team to support all of the varied ministries and programs of Pilgrim; we are not a collection of siloed programs. We, not I. Us, not Them. Front to Front, Back to Back, Side by Side. Every entity with regard to the whole.

PHILOSOPHY OF LUTHERAN CHRISTIAN EDUCATION AT PILGRIM LUTHERAN

Pilgrim Lutheran School exists to fulfill Christ's command to *"go and make disciples of all nations... teaching them to observe all that I have commanded you"* (Matthew 28:19–20). Christian education is a direct response to God's call to parents and the Church to raise children to know and follow Him: *"Bring them up in the discipline and instruction of the Lord"* (Ephesians 6:4), *"Train up a child in the way he should go"* (Proverbs 22:6), and *"Teach them diligently"* (Deuteronomy 6:6–7).

Our mission is clear: Connecting kids with Jesus through exceptional educational experiences. Our purpose is to pursue Christ-centered, exceptional educational experiences that equip children for lifelong learning and courageous servant leadership built on the strong foundation and love of Jesus Christ. Our vision is to engage learners within a vibrant, Christ-centered educational community where highly skilled and dedicated Christian educators and staff support children in an exceptional, joy-filled, and learner-focused program that prepares them for a faith-filled life and connects them with Jesus.

At Pilgrim, education is not limited to academic instruction—it is discipleship in action. We believe that every child is created in the image of God (Genesis 1:27), redeemed by Christ (Galatians 3:13), and called to serve His Kingdom (Ephesians 2:10). Our goal is to nurture the whole child—spiritually, intellectually, emotionally, socially, and physically—so that each student may grow in faith, wisdom, and purpose.

Our Core Values in Action

- **Christ-Centered** – In every person and ministry, Christ is first. Our aim is to glorify Him in all we do (Romans 11:36; Colossians 3:17).
- **Discipleship** – We grow together in maturity in Christ, becoming disciples who make disciples (Matthew 4:19; Luke 9:23).
- **Exceptional Educational Experiences** – Through rigorous academics, diverse programming, and everyday spiritual formation, we equip students to serve God with excellence (1 Peter 4:10).
- **Community** – We build relationships rooted in Christian love and mutual encouragement (Hebrews 10:24–25).
- **Team Ministry** – We serve side-by-side in unity, embodying "We, not I. Us, not them" (Romans 12:4–5; Philippians 2:2).

PORTRAIT OF A PILGRIM LUTHERAN STUDENT

At Pilgrim Lutheran School, students are individually equipped to be, know, and model:

- **Identity in Christ** – Know who they are and whose they are, their identity as a loved Child of God (1 John 3:1).
- **Disciples of Jesus** – Courageously growing in and modeling Christ's love in their community and beyond (John 13:34–35).
- **Christ-Centered Citizens** – With a curious, growth-minded spirit, interact with the world through the lens of a Christian worldview (Romans 12:2).
- **Lifelong Learners** – Be intrinsically motivated to pursue high standards of excellence in all of their future endeavors (Proverbs 1:5).
- **Servant Leadership** – Putting into practice self-awareness, empathy, listening, collaboration, integrity, compassion, empowerment, continuous improvement, and putting others first as they serve and lead others (Mark 10:43–45; Philippians 2:3–5).
- **Academically Prepared** – Ready to embrace the educational challenges of high school (Colossians 3:23–24).

Educational Goals of Pilgrim Lutheran School

With the help of the Holy Spirit and in partnership with Christian families, Pilgrim Lutheran School seeks to:

- Provide Christ-centered education to families whose children we are equipped to serve. Boldly and joyfully share the Gospel with students, staff, and families.
- Integrate the love and truth of Jesus Christ into every academic discipline and school activity.
- Foster academic excellence, Christian character, and personal responsibility.
- Equip students to be faithful witnesses in their homes, churches, communities, and future vocations (Acts 1:8).
- Serve as a missional extension of Pilgrim Lutheran Church to our city and region.
- Nurture students in a way that encourages them to “*grow in the grace and knowledge of our Lord and Savior Jesus Christ*” (2 Peter 3:18).

ACCREDITATION

Pilgrim Lutheran School is fully accredited by National Lutheran School Accreditation (NLSA), a nationally recognized accrediting body of The Lutheran Church—Missouri Synod. NLSA accreditation affirms that Pilgrim meets rigorous standards in areas such as academic excellence, spiritual development, leadership, and school governance.

NLSA accreditation is recognized by the State of Wisconsin, ensuring that our academic program aligns with state expectations while remaining distinctly Christ-centered. Through ongoing self-evaluation and external review, Pilgrim Lutheran School demonstrates its commitment to continuous improvement and faithful excellence in Lutheran education.

ENROLLMENT

Pilgrim Lutheran School admits students of any race, color, national or ethnic origin, sex, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. As a ministry of Pilgrim Lutheran Church and a school affiliated with The Lutheran Church—Missouri Synod (LCMS), we joyfully teach and operate in accordance with our confessional Christian beliefs and values.

Enrollment is open to children who are able to participate successfully in a typical classroom setting and whose educational and spiritual needs can be supported within the scope of our program. All new students in grades K–8 will complete an academic screening—such as the Wide Range Achievement Test (WRAT) or another school-administered assessment—prior to final placement. These tools help ensure appropriate grade-level readiness and identify any areas where support or enrichment may be needed.

Each newly enrolled student is subject to a 9-week probationary period, during which time school staff will evaluate academic performance, behavior, and overall adjustment to the school environment. Families will receive regular communication throughout this period, and final continuation of enrollment will be based on the student's ability to meet behavioral and academic expectations in alignment with Pilgrim's mission.

Children entering Kindergarten must be five years old (3K, 3 years old; 4K, 4 years old) on or before September 1 of the enrollment year. A birth certificate must be provided at the time of registration. In accordance with state law, all students must meet Wisconsin immunization requirements, unless exempted for documented religious or personal conviction reasons.

Pilgrim Lutheran School may not be equipped to serve students with significant learning disabilities or severe emotional or behavioral challenges. In such cases, we will work compassionately with families to connect them to appropriate professional or educational resources.

FINANCIAL SUPPORT

Pilgrim Lutheran School is a Christ-centered ministry made possible through the faithful generosity of our school families, church members, and broader community. We are especially grateful for the ongoing, annual support provided by the members of Pilgrim Lutheran Church, whose gifts help sustain and strengthen our mission. Financial support comes through various channels, including tuition, service hours, fundraising events, and participation in the Wisconsin Parental Choice Program (WPCP). Families also have access to tuition assistance based on need. The following sections outline our tuition policies, service expectations, refund guidelines, and ways you can partner with us to ensure a thriving, Gospel-driven educational experience for every student.

- A. **MEMBER TUITION:** Member tuition is set by the Board of Christian Education each year. An enrollment fee is required when enrolling for the next school year. This fee is non-refundable, and all billed tuition is due by the last day of school, per the Financial Contract. If not paid timely, future enrollment is placed on hold, and late fees will apply.
- B. **COMMUNITY MEMBER TUITION:** Community tuition is set by the Board of Christian Education each year. An enrollment fee is required when enrolling for the next school year. This fee is non-refundable, and all billed tuition is due by the last day of school, per the Financial Contract. If not paid timely, future enrollment is placed on hold, and late fees will apply.
- C. **SERVICE HOURS:** Annually, Pilgrim requires 10 service hours from each family. If this requirement cannot be met, we require a \$100 payment in May.
- D. **REFUNDS:** There are no refunds on enrollment fees. Any refunds for tuition would be at the discretion of the Board of Christian Education and the Principal. Any refund requests must be made at the time of dismissal/termination of enrollment.
- E. **TUITION ASSISTANCE:** Tuition Assistance is available for qualified students. Contact the school office if you need tuition assistance.
- F. **ALTERNATIVE FUNDING SOURCES:** Families have opportunities to work events at Lambeau Field, The Resch Center, and/or participate in our SCRIP program to gain funds that can be applied to tuition, fees, or other Pilgrim-based financial needs.
- 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.
- H. **FUNDRAISING AND OTHER PHILANTHROPIC OPPORTUNITIES:** Pilgrim Lutheran School supports its ministry through a variety of fundraising and philanthropic events, including our annual Walkathon and School Auction. These events offer families opportunities to joyfully support our mission and enhance the educational experience for all students.

ACADEMICS

CURRICULUM AND FAITH-BASED INSTRUCTION

Pilgrim Lutheran School offers a Christ-centered, academically rigorous curriculum that aligns with the academic standards of the State of Wisconsin and incorporates key benchmarks from recognized national frameworks, including the National Council of Teachers of Mathematics (NCTM) and the Next Generation Science Standards (NGSS). Our program is designed to prepare students for high school success and lifelong learning while nurturing their identity as faithful disciples of Jesus Christ.

As a ministry of Pilgrim Lutheran Church and a school affiliated with The Lutheran Church—Missouri Synod (LCMS), our instruction is grounded in a biblical worldview and shaped by Lutheran doctrine. All students receive daily Christian education, centered on Scripture, Law and Gospel, Lutheran theology, and the Small Catechism. Students in grades 7 and 8 also participate in formal confirmation instruction in partnership with the pastoral staff of Pilgrim Lutheran Church.

Each year, our faculty and staff conduct a systematic review of specific content areas, evaluating instructional effectiveness and recommending updates or new curricular resources for adoption and purchase. This process ensures that our educational program remains both academically strong and mission-focused.

GRADING

The following grading system has been adopted for all subjects:

A	100-95%	C	80-75%
A-	94-93%	C-	74-73%
B+	92-91%	D+	72-71%
B	90-85%	D	70-65%
B-	84-83%	D-	64-63%
C+	82-81%	F	Below 63%

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. Student Grades are available for parents on Sycamore to check at any time.

1. **MID-QUARTER REPORTS** are available on Sycamore.
2. **REPORT CARDS** are distributed four times per year in approximately nine-week intervals.
3. **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(s). Additional conferences may be scheduled throughout the year if deemed necessary by the parents or teacher.

HONOR ROLL

Pilgrim Lutheran School uses a 4.0 Grade Point Average (GPA) scale to determine Honor Roll status. Each letter grade, including plus (+) and minus (–) distinctions, is assigned a point value with equal increments.

Honor Roll recognition is awarded as follows:

- Highest Honor Roll: GPA of 4.0
- High Honor Roll: GPA between 3.5 and 3.9
- Honor Roll: GPA between 3.0 and 3.4

Note: GPAs are not rounded up or down for the purposes of Honor Roll qualification.

Grades earned in Art, Music, and Physical Education are included in the Honor Roll calculation but are weighted at half value, as these classes do not meet daily.

ACHIEVEMENT TESTS

To help assess student progress and identify areas of strength and growth, Pilgrim administers standardized achievement testing each year to students in grades 3–8. As part of our participation in the Wisconsin Parental Choice Program, students in these grades take the Wisconsin Forward Exam, a state-mandated assessment that evaluates proficiency in core academic areas.

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 should have proportionately lesser amounts. In order to help the students plan their work better, weekly assignment books start in Grade 3 and continue through Grade 8.

ACADEMIC INTEGRITY

At Pilgrim Lutheran School, we expect students to demonstrate integrity and honesty in all academic work. As followers of Christ, we are called to live truthfully (Ephesians 4:15) and honorably (Romans 12:17). Academic honesty supports a student’s personal growth, reflects God-honoring character, and helps create a community of trust and respect.

Definition of Academic Dishonesty

Academic dishonesty includes any act that misrepresents a student’s own work or unfairly aids another.

Examples include:

Cheating: Using or attempting to use unauthorized materials or help on tests, quizzes, or assignments.

Plagiarism: Presenting someone else’s work, words, or ideas as one’s own without proper credit.

Collusion: Helping or allowing others to cheat or plagiarize.

Unauthorized Collaboration: Working with others on individual work without teacher approval.

Students are expected to complete their work honestly. Violations will result in appropriate academic and disciplinary consequences, including loss of credit, detention, and parent notification. Repeat offenses may result in further consequences, up to and including suspension or dismissal from school.

PROMOTION AND RETENTION (Including Wisconsin Act 20 Compliance)

Pilgrim Lutheran School evaluates student retention as a strategic support decision when a student is not developmentally or academically prepared for the next grade level. Retention decisions are not based on a single test or factor, but on a comprehensive review that includes academic performance, progress toward standards, reading growth, behavior, social-emotional development, and attendance. Teachers conduct a mid-year review in the third quarter, and parents are notified if a student is identified as being at risk. Conferences are held, and tools such as the Light’s Retention Scale are used to inform the process. Final retention decisions are made during the fourth quarter, no later than the end of the school year, by the Principal in consultation with teachers and other academic support staff, based on all available data.

Wisconsin Act 20 Compliance

In accordance with Wisconsin Act 20, effective September 1, 2027, any third-grade student scoring below the proficient level on the English Language Arts section of the Wisconsin Forward Exam will be retained unless they meet a state-defined good cause exemption. Required supports include targeted reading interventions, frequent progress monitoring, and participation in a summer reading program. Parents will receive formal notification of deficiencies and planned interventions. Adjustments to the normal decision timeline may occur depending on the release of state test results.

BEHAVIORAL EXPECTATIONS/GENERAL SCHOOL POLICIES

Pilgrim Lutheran School exists to support families in raising children who are academically equipped, spiritually grounded, and prepared to live as faithful disciples of Jesus Christ. Guided by God’s Word and our shared mission, we uphold a Christ-centered, respectful, and orderly school environment where children thrive. As Scripture reminds us, “Let all things be done decently and in order” (1 Corinthians 14:40, ESV), and “Train up a child in the way he should go; even when he is old he will not depart from it” (Proverbs 22:6, ESV).

The policies outlined in this section are more than rules—they are tools for discipleship, designed to foster safety, discipline, accountability, and restoration. These expectations flow from our commitment to both God’s Law, which reveals our need for correction, and His Gospel, which assures us of forgiveness and renewal through Jesus Christ.

This section includes important policies related to student conduct, attendance, dress code, technology use, field trips, and more. While many of these guidelines are directed at students, parents play an essential role in modeling Christian living, supporting academic effort, and building respectful relationships within the school community. We ask parents to reflect at home the same Christ-like values taught at school—prayer, worship, respect, and personal responsibility. Church attendance, daily prayer, regular review of schoolwork, and open communication with teachers all strengthen the spiritual and academic growth of each child.

Please note: The school administration, in consultation with the Board of Christian Education, may update or clarify these policies at any time to ensure the continued well-being and mission alignment of our school community. May the Lord bless our shared efforts and strengthen the bond between home and school as we walk together in Christian love and purpose.

ATTENDANCE (ABSENCE & TARDY)

Regular attendance is essential to student success. Consistent school attendance builds academic achievement, positive habits, and responsibility—both for the classroom and for life beyond school. Research from the *U.S. Department of Education* shows that chronic absenteeism (missing 10% or more of the school year) significantly lowers student achievement and increases the risk of academic failure, particularly in reading and math. Students who are frequently late or absent miss critical instruction, group activities, and foundational concepts that are difficult to recover.

Tardiness disrupts the classroom, distracts peers, and places unnecessary stress on both students and teachers. Just five minutes late each day results in over eight hours of lost instruction annually. Teachers often must pause and reorient the class to accommodate late arrivals, which compromises the learning environment for all. Repeated tardiness or inconsistent attendance sends the message that school is optional—undermining not only academic growth but also a student’s future work habits and responsibility.

At Pilgrim Lutheran School, we believe that honoring time and commitments is part of our Christian vocation (Colossians 3:23). Therefore, we set clear expectations and consequences for absences and tardiness to help students flourish academically, spiritually, and personally.

SICK STUDENTS

When a child is ill—especially with a fever (over 100.4 °F) or a communicable disease—parents are expected to keep them home to prevent the spread of illness to others. Students must be fever-free (without the use of fever-reducing medication) for at least 24 hours before returning to school. Families are encouraged to use good judgment and consult medical professionals when necessary to ensure a healthy school environment.

ABSENCE DOCUMENTATION

Parents may excuse their child from school for up to ten (10) days per school year for any reason, provided the absence is communicated in writing, by phone, or email. A written explanation stating the reason for the absence must be submitted to the school office upon return. If a student accumulates five (5) or more absences regardless of reason in a semester, a doctor's note may be required for future absences to be excused, in accordance with Wis. Stat. § 118.15 and § 118.16. Excessive or unverified absences may result in truancy intervention.

- 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 all cases, please fill out the Vacation Request Form (office or website) and submit at least a week in advance.
- All tests and as many assignments as are deemed necessary are to be completed within a reasonable time after returning.

EXCESSIVE ABSENCES

The State of Wisconsin allows parents to excuse their child from school for up to ten (10) days per school year with a written, verbal, or emailed notice stating the reason for the absence (Wis. Stat. § 118.15). Chronic absenteeism is defined by the Wisconsin Department of Public Instruction as missing more than 10% of the school year—typically 18 or more days. While DPI does not mandate grade retention for excessive absences, Pilgrim Lutheran School will consider chronic or excessive absenteeism as one factor in evaluating promotion and retention decisions, especially when academic progress is impacted. Families are strongly encouraged to prioritize consistent school attendance to support both student learning and faith formation. To help address this, the following addition to our attendance policy has been implemented:

- At 10 absences (excused or unexcused): An attendance summary is sent home with a notice from the school office reminding the family of the 10-day parent-excused limit per Wis. Stat. § 118.15.
- At 15 absences: A letter from the principal is sent with a copy of the updated attendance report. The letter will inform the family that medical documentation (e.g., a doctor's note) may be required for future illness-related absences to be excused.
- At 20 absences: The principal will call the family to discuss attendance concerns and review the cumulative impact of absences on the student's academic and spiritual development.
- At 25 or more absences: A formal meeting will be scheduled with the principal, homeroom teacher, and the student's family. The team will evaluate whether the student's learning progress has been significantly impacted. Chronic absenteeism may be considered in retention decisions.
- Unexcused absences are absences not related to illness, medical emergencies, death in the family, or otherwise pre-approved by the principal. Excessive unexcused absences may lead to further disciplinary or truancy-related action.

EXCESSIVE TARDINESS

Being on time to school sets the tone for the day and honors the learning environment. Repeated tardiness disrupts classroom routines and limits a student's ability to start the day successfully. Tardy counts apply to late arrivals at the start of the school day and accumulate across the entire school year.

- 5th Tardy – A written notice is sent home. The student and parent must complete a reflection together and return it before the student may rejoin class the next day.
- 10th Tardy – A meeting is required with the principal, parent(s), and student to address the ongoing pattern and develop a plan for improved punctuality.
- 10th Tardy and Beyond – Continued tardiness will result in further contact from the school, including additional phone calls, emails, and interventions. Ongoing patterns may lead to disciplinary action or other school-based responses.

ARRIVAL TIME

Doors open daily at 7:30 a.m. and students are expected to be in their classrooms by 8:00 a.m.

SCHOOL DISMISSAL AND AFTER-SCHOOL HOURS

Typical dismissal times are as follows:

- 11:05 AM 3K
- 11:15 AM 4K AM
- 3:00 PM 4K PM
- 3:10 PM K - 5th Grade
- 3:15 PM 6th–8th Grade

For the safety and supervision of all students, those not picked up by 3:30 PM will be escorted to the After School Care program, and aftercare charges will be incurred. Students may not remain unsupervised in the building or the surrounding areas. If a student is asked to remain after school for a reason other than a scheduled practice or rehearsal, parents will be notified before dismissal.

Updated dismissal times on early release days will be communicated to families in advance. If at all possible, please notify the school office if you anticipate being late for pickup so appropriate arrangements can be made. This policy helps ensure that all students are properly supervised and safe at all times.

Details about the After School Care program can be found under the “Services” section below.

SERIOUS MISCONDUCT, THREATS, AND CRIMINAL BEHAVIOR

Pilgrim Lutheran School is committed to maintaining a Christ-centered, safe, and respectful environment for all students, staff, and families. Any conduct—on or off campus—that is detrimental to the mission, safety, or reputation of the school, or that violates civil or criminal law, will be taken seriously and addressed promptly.

This includes, but is not limited to:

- Threats or threatening behavior—verbal, written, or electronic—against the school, its students, staff, or property
- Conduct that may be considered a crime under local, state, or federal law
- Possession of weapons, firearms, explosives, chemicals, or other dangerous items
- Use, possession, or distribution of alcohol, illegal drugs, or harmful substances
- Vandalism or destruction of school or personal property
- Self-inflicted harm or any behavior that endangers oneself or others
- Other conduct inconsistent with the Christian values and expectations of Pilgrim Lutheran School

All incidents will be promptly investigated, and families will be notified. The student and parent/guardian will meet with the principal to review the incident. Disciplinary action will be determined based on the severity, intent, and impact of the behavior, and may include probation, suspension, or expulsion. In cases where a law may have been violated, or when the safety of students or staff is at risk, law enforcement will be contacted. Final disciplinary decisions rest with the principal in consultation with the Board of Christian Education.

SMOKE AND NICOTINE-FREE CAMPUS

Pilgrim Lutheran School is a 100% smoke-free and nicotine-free campus, by Wisconsin Statute § 101.123. The use, possession, or distribution of tobacco products, e-cigarettes, vaping devices, and any other nicotine delivery systems is prohibited on school property at all times—including buildings, grounds, parking lots, and school-sponsored events.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school grounds during the school day without prior written permission from a parent or guardian and approval from the school office. This includes lunch breaks and any other unscheduled departures. Pilgrim Lutheran School assumes no responsibility for students once they have left school grounds under parent-authorized permission.

PERSONAL DEVICES (INCLUDING CELL PHONES)

Pilgrim Lutheran School is committed to maintaining a focused, Christ-centered learning environment. While students may bring personal devices for before- and after-school communication, research consistently shows that limiting access to technology during the school day improves concentration, academic performance, and emotional well-being. Studies indicate that students perform 13–20% better on assessments when personal devices are removed during class, and excessive use contributes to decreased attention spans and increased anxiety. Specific guidelines below:

- Cell phones, smartwatches, iPads, music players, personal gaming devices, and other personal electronics are not permitted for use during the school day.
- Cell phones, smartwatches, and the like may be brought to school but must be checked in with the homeroom teacher upon arrival and retrieved at dismissal.
- Any personal electronic device found in a student's possession during the school day without permission will be confiscated and returned only to a parent or guardian. Repeated offenses may result in the confiscated device being kept for a longer period of time.
- Parents needing to contact their child during school hours must do so through the school office.
- Pilgrim Lutheran School is not responsible for lost, damaged, or stolen personal electronic devices.

NUISANCE ITEMS

To maintain a focused and productive learning environment, students are not permitted to bring or use items that distract from instruction during the school day. These include, but are not limited to, toys, games, novelty items, trading cards, gadgets, and similar personal belongings. Such items may be held by the teacher and returned at an appropriate time or to a parent if necessary.

In some cases, specific items that would otherwise fall under this policy may be permitted for individual students with documented accommodations, including behavioral or sensory needs, or by mutual agreement with the homeroom teacher. These exceptions must be discussed in advance and approved by the homeroom teacher or administrator to ensure alignment with the child's learning plan and classroom expectations.

SCHOOL CLOSINGS AND WEATHER DELAYS

Pilgrim Lutheran School follows the Green Bay Area Public School District for all weather-related closings and delays, as most of our students are transported by district buses. In the event of inclement weather or hazardous road conditions, please refer to local radio and news stations for updates. Families will also be notified directly through the School Communication System.

CARE OF BOOKS, TECHNOLOGY, AND PROPERTY

As faithful stewards of God's blessings (1 Peter 4:10), students are expected to treat all school property—and the belongings of others—with care and respect. This includes textbooks, library books, furniture, classroom supplies, equipment, and school-issued technology such as iPads, keyboards, and charging accessories.

Students are responsible for maintaining all school-provided items in good condition. Lost or excessively damaged books, devices, or accessories will be assessed and charged to the family on a prorated basis. Students may be held financially responsible for the repair or replacement of any property that is lost, carelessly handled, or intentionally damaged. Use of school-issued technology is also governed by the Acceptable Use Policy.

NO GUM POLICY

Gum chewing is not allowed at school. This policy helps maintain a clean and respectful environment and prevents damage to school property. Students who do not follow this policy may be subject to disciplinary consequences.

FIELD TRIPS AND TRANSPORTATION

Field trips are an extension of the school curriculum and are designed to support student learning and development. During the online enrollment process, parents/guardians sign a field trip permission form that covers participation in most local, school-approved trips.

Overnight trips or events at specific locations may require additional permission slips or waivers, as required by the destination or activity provider. Participation in such trips will not be permitted without completion of all required documentation.

Transportation may be provided by school bus, charter service, or approved private vehicles. All volunteer drivers must:

- Be pre-approved by the school administration
- Hold a valid driver's license
- Carry adequate liability insurance
- Ensure all passengers use seat belts or appropriate safety restraints
- Meet all chaperone requirements, including a background check and child safety training as required by the Pilgrim Safe Initiative

Drivers are expected to model Christ-like behavior, supervise assigned students appropriately, and follow all school rules during transportation and throughout the event.

Participation and transportation fees, where applicable, will be assessed through the school's billing system in Sycamore.

Pilgrim Lutheran School reserves the right to deny participation in field trips based on disciplinary, behavioral, or safety concerns.

DRILLS

Pilgrim Lutheran School conducts regular safety drills throughout the school year to ensure preparedness in the event of an emergency. These include monthly fire drills (as required by Wis. Stat. § 118.07), at least two tornado/severe weather drills, and at least two lockdown or intruder response drills. All students and staff are required to participate in these drills as part of our commitment to maintaining a safe school environment.

TOILET TRAINING

All children enrolled in early childhood programs at Pilgrim Lutheran School must be fully toilet-trained. Toilet trained is defined as the ability to independently recognize the need to use the restroom, get to the restroom on time, manage clothing, use the toilet, wipe, clean up, and wash hands—without assistance from a teacher or caregiver. In the event of a toileting accident, the child must be able to change and clean themselves without staff assistance. If a child is unable to do so, parents will be called to assist their child or take them home. Initial enrollment and continued participation in Pilgrim's school and childcare programs are contingent upon full toilet training. Ongoing accidents will result in a consultation between the school administration and the family and may result in the removal from Pilgrim Lutheran.

STUDENT DRESS CODE

Pilgrim Lutheran School expects students to dress in a way that reflects Christian values, promotes personal pride, and avoids disruption to learning. Clothing should be modest, neat, and appropriate for an academic environment. The dress code applies whenever students are on school grounds or participating in school activities. Students not in compliance may be asked to change or have a parent bring a change of clothes. Repeat violations may result in further disciplinary action.

General Guidelines (All Students)

- Clothing must be free of inappropriate logos or messages (e.g., alcohol, tobacco, music groups, or suggestive content).
- Coats, jackets, hats, hoods, sunglasses, and other outerwear may not be worn in the classroom.
- Shorts are permitted during warmer months (typically August–October and April–June), as determined by parents. Shorts must be loose-fitting and at least mid-thigh in length. Spandex shorts, biker shorts, short shorts, and cutoffs are not allowed.
- Leggings or yoga pants must be worn with a shirt that reaches mid-thigh.
- Clothing with rips, holes, or tears is not permitted.
- Flip-flops are not allowed. Open-backed shoes must be worn with socks or nylons.
- Unnatural hair colors are not allowed. Hair must be clean, well-groomed, not cover the eyes, and styled to prevent distraction or injury.
- Visible undergarments, including bras and sports bras, are not allowed.
- Scented sprays (e.g., body spray, hair spray) may only be used in locker rooms.
- Students are encouraged to dress nicely for chapel and special events. Dresses, skirts, dress shirts, and non-denim slacks are appropriate.

Girls' Guidelines

- Acceptable clothing includes blouses, slacks, jeans, sweaters, sweatshirts, and T-shirts. Sleeveless tops or dresses must have collars.
- Skirts and dresses must be mid-thigh or longer.
- Tops must cover the midriff at all times—even when arms are raised.
- Only ears may be pierced; no other body piercings are permitted.
- Makeup should be minimal and not excessive.

Boys' Guidelines

- Muscle shirts are not allowed.
- No body piercings are permitted.

Physical Education and Athletics

- Gym class and sports practices may allow sleeveless tops, but no visible sports bras or undergarments.
- Shorts must be of appropriate length (mid-thigh).
- Mid-thigh spandex is permitted for girls' volleyball practice only.

HARASSMENT

Pilgrim Lutheran School is committed to providing a Christ-centered learning environment that is safe, respectful, and free from all forms of harassment. In accordance with Scripture and our school's mission, we affirm the dignity and worth of every individual, created in the image of God (Genesis 1:27), and we expect all students to treat one another with Christian love and respect.

Definition - Harassment is any unwelcome behavior—verbal, physical, written, or electronic—that demeans, threatens, or harms another individual. It may be repeated or a single severe incident. Harassment includes, but is not limited to:

Verbal Harassment: Name-calling, insults, slurs, threats, or degrading comments.

Physical Harassment: Unwanted physical contact, assault, or intimidation.

Psychological Harassment: Persistent exclusion, manipulation, coercion, or emotional abuse.

Sexual Harassment: Inappropriate touching, gestures, comments, jokes, or messages of a sexual nature.

Racial/Ethnic Harassment: Derogatory remarks, jokes, or stereotypes based on race, ethnicity, or national origin.

Digital/Cyber Harassment: Bullying or harassment through electronic means, including texts, emails, or social media.

Any student who believes they are being harassed—or who witnesses harassment—should report the behavior immediately to a teacher or school administrator. Reports will be taken seriously, investigated promptly, and handled with care and discretion.

Disciplinary Consequences - Harassment is a serious violation of school policy and Christian values.

Disciplinary actions may include:

- Parent/guardian notification
- Loss of privileges or participation in school activities
- Detention or suspension
- Behavioral contracts
- In cases of severe, repeated, or unlawful harassment, removal from Pilgrim Lutheran School may result.

ANTI-BULLYING

Pilgrim Lutheran School is committed to providing a Christ-centered environment where all students feel safe, valued, and accepted. Bullying of any kind is strictly prohibited. Bullying is defined as repeated, intentional behavior—verbal, physical, social, or electronic—that causes harm, discomfort, or fear and involves an imbalance of power. This includes behaviors targeting another student's race, color, gender, religion, nationality, ability, or social status. Parents are encouraged to discuss these expectations at home. Reports of bullying will be taken seriously and addressed promptly in accordance with our school's discipline policy.

DISCIPLINARY CONSEQUENCES

In a Christ-filled school community, discipline is not simply about punishment—it is part of the restorative process that leads students toward repentance, reconciliation, and renewed behavior. God's Word teaches both Law and Gospel: the Law reveals our sin and the need for correction (Romans 3:20), while the Gospel assures us of forgiveness and transformation through Christ (2 Corinthians 5:17). At Pilgrim Lutheran School, disciplinary consequences are applied in love, with the intent of restoring the student, protecting the learning environment, and upholding Christian values.

A respectful, quiet, and focused classroom is essential for every child to learn. While we strive for each student to reflect kindness, responsibility, and self-control, behaviors that are disruptive, unsafe, or disrespectful must be addressed. Consequences will be determined based on the severity, frequency, and intent of the behavior. Any reference to potential disciplinary consequences serves as a general guideline; specific outcomes are at the discretion of school administration and may be adjusted depending on the circumstances of the offense. The school reserves the right to escalate or modify consequences as needed, in consultation with parents and staff, to best serve the student and school community.

TYPES OF DISCIPLINARY CONSEQUENCES

Detention - A student may be required to remain after school to reflect on their actions and complete assigned work.

- Parent Notification: A detention form will be sent home and must be signed and returned.
- Schedule: Detentions are typically held on Tuesdays and Thursdays, either from 3:15–3:45 PM (30 minutes) or 3:15–4:15 PM (1 hour).
- Supervision: Assigned staff supervise in silence, complete work, or complete a reflective exercise.
- Timeliness: Detentions must be served within one week of the offense.
- Escalation: Multiple detentions may result in additional consequences at the discretion of the administration.

Examples of behaviors that may result in **detention**:

- Repeated classroom disruptions (e.g., excessive talking, refusal to follow directions)
- Disrespect toward staff or peers
- Chronic incomplete homework or refusal to engage in class activities
- Minor physical misconduct (e.g., rough play)
- General defiance of classroom or school rules (Academic Integrity)

Probation - The student attends school but is not allowed to participate in extracurricular activities, field trips, performances, or athletic events.

- Length: Determined by the principal.
- Purpose: Allows the student to refocus on behavior and academics without additional privileges.

Examples of behaviors that may result in **probation**:

- Disruptive or disrespectful conduct complicated by frequency or severity
- Dishonesty or misuse of school property
- Social media misuse that affects the school community

In-School Suspension - The student is removed from the classroom environment and completes their work in an isolated, supervised space (e.g., the Ministry Office). Students are also not allowed to attend or participate in after-school activities on the day of their in-school suspension.

- Parents will be informed by the administration.
- Supervision: Staff or administration monitors the student throughout the day.

Examples of behaviors that may result in **in-school suspension**:

- Aggressive language or disrespect toward staff
- Repeated minor infractions with no behavioral improvement
- Deliberate disobedience or minor vandalism

Out-of-School Suspension -The student is not permitted on school property or at school-related events for a defined period of time.

- Length determined by the Principal (not to exceed 5 days)
- Parent meeting required before return.

Examples of behaviors that may result in **out-of-school suspension**:

- Physical fighting
- Theft or destruction of property
- Verbal threats or intimidation
- Harassment or Bullying
- Possession of banned substances or dangerous items

Indefinite Suspension - Used in serious or complex cases where the student must be removed from school pending a formal review, investigation, and/or parent meeting.

- The student is not permitted on school property or at school-related events until the administration has evaluated the situation and determined a resolution.
- This consequence may precede an expulsion or be lifted once conditions are met (e.g., family conference, counseling plan).

Examples of behaviors that may result in **Indefinite Suspension**

- Threats of violence
- Possession of a weapon
- Acts requiring law enforcement notification

Expulsion - The permanent removal of a student from Pilgrim Lutheran School.

- Legal Basis: As permitted under Wisconsin law, a student may be expelled for serious or repeated violations that affect the safety, property, or integrity of the school community.
- Criteria: May involve a single egregious act or persistent behavior that fails to improve despite prior discipline.

Examples of behaviors that may result in **expulsion**:

- Repeated, unresolved harassment or bullying
- Assault or serious physical aggression
- Major theft or destruction of property
- Continued misconduct following multiple suspensions

DISCIPLINARY APPEALS PROCESS

Appeals may be made only in cases of long-term suspension (three or more days), indefinite suspension, or expulsion. Parents may submit a written appeal to the pastoral leadership and the Board of Christian Education, who will review the matter, hear statements from those involved, and determine whether reinstatement or further action is appropriate. Appeals will only be considered if there is clear evidence of repentance, accountability, and a commitment to restoration with the school community. All decisions of the board are final.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY REQUIREMENTS

To keep the students committed to education first, an academic eligibility standard has been established. 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.

- To maintain eligibility, students can have no more than 2 Ds or any Fs. This begins 2 weeks after the start of each quarter.
- Grade reports will be run each Friday at 8 a.m., and if a student is deemed ineligible, they are unable to participate in games/events from the following Monday to Sunday. They may still participate in any practices during that time.
- This policy is in place for participation in any athletic team, club, or activity.
- Repeated weeks of ineligibility within a season or activity may result in suspension or dismissal from the team or activity, allowing students to appropriately focus on their academic responsibilities.
- Exceptions will be managed by the Homeroom Teacher, Athletic Director, Assistant Principal, and/or Principal.
- Some activities may have modified eligibility requirements, and those will be communicated in advance of that activity starting.

ATHLETICS

Pilgrim Lutheran School offers the opportunity to participate in a variety of competitive athletic programs.

Sports offerings include:

- **Volleyball** for girls (fall season)
- **Football** (through NEWLHS) for boys (fall season)
- **Coed Soccer** for boys and girls (fall season)
- **Basketball** for boys and girls (winter season)
- **Cheerleading** for girls (winter season)
- **Track and Field** for boys and girls (spring season)

Participation in athletics requires a physical examination every year, submitted prior to the start of the season. Participation fees are set by the Athletic Director and approved by the Principal, and may vary by sport.

EXTRACURRICULAR CLUBS/ACTIVITIES

Pilgrim Lutheran School offers a variety of extracurricular clubs throughout the year for grades K-8, including Drama, Glory Girls, Robotics, and E-Sports. Additional clubs may be formed based on student interest and available leadership. Participation in these activities typically requires students to meet academic and behavioral eligibility standards.

EXTRACURRICULAR PARTICIPATION

Students must be academically eligible and in attendance during the school day to participate in any after-school extracurricular practices or events. Academic eligibility is determined by school policy and is intended to ensure that students prioritize their learning. Students who are absent for valid, pre-approved reasons—such as a doctor’s appointment, funeral, or other excused circumstance—may still be permitted to participate, provided prior communication and approval have been given by the school administration.

ADDITIONAL SERVICES

LIBRARY MEDIA CENTER – (LMC)

Pilgrim Lutheran’s Library Media Center is led by a dedicated staff member and offers a wide range of materials to support student learning and foster a love of reading. Students have the opportunity to visit the Media Center once per week to check out books. A nominal fine may be applied for overdue books, and lost or damaged materials must be paid for. The Media Center is a valuable resource designed to enrich classroom instruction and encourage independent exploration of literature and information.

HEALTH SERVICES

Pilgrim Lutheran School partners with the County Health Department to provide regularly scheduled vision and hearing screenings for students. While we do not have a full-time school nurse, we coordinate with local medical professionals as needed. Prescription medications may be administered at school with proper documentation and must follow the instructions on the original packaging. Parents may also provide over-the-counter medications to be kept in the office and dispensed according to package directions with written parent permission. Required forms are available on the school website and in the school office.

LUNCH & MILK

A formal hot lunch program is offered Monday through Friday. Monthly calendars of meal choices are published. 1% white and 1% chocolate milk are available for students who wish to take it. Pilgrim does participate in the federally subsidized USDA milk program and offers milk to students (whether they participate in hot lunch or not) at a significantly reduced cost. All lunch and milk fees are published at the beginning of the year.

BUS TRANSPORTATION

Free busing is available for eligible students who live within designated district boundaries and on the west side of the Fox River. To qualify for bus transportation, students must typically live two or more miles from Pilgrim Lutheran School, unless an exception is made by the Director of Transportation in the respective school district. To confirm eligibility or determine if your address falls within a busing boundary, please contact the school office. Students who ride the bus are expected to respect the bus driver and fellow passengers at all times. If a student’s behavior causes concern, Pilgrim Lutheran School will be notified, and appropriate consequences may follow. Parents and students are responsible for knowing and following all rules and expectations established by the providing school district.

ACADEMIC AND PSYCHOLOGICAL TESTING

Pilgrim Lutheran School is committed to identifying and supporting students with diverse learning needs. When a student is suspected of having an educational need that may require specialized services or accommodations, a referral for evaluation may be initiated by a teacher or parent, in consultation with the school principal.

As part of this process, the school may engage with Lutheran Special Education Ministries (LSEM) and consult with local public school district officials to determine appropriate next steps. Comprehensive evaluations may include academic and psychological assessments and are conducted through the public school district in which the student resides. These evaluations can only take place with written consent from a parent or guardian.

BEFORE AND AFTER SCHOOL CARE PROGRAM

Pilgrim Lutheran offers a Before and After School Care Program in partnership with our Childcare Program to support families needing supervision for their children outside of regular school hours.

Before School Care operates from 6:30 AM until school doors open at 7:30 AM.

After School Care operates from 3:30 PM to 5:30 PM on regular school days.

This program provides a safe, structured environment for students during these extended hours. Please note that this is not a drop-in service—advanced signup is required, and the program follows its own payment structure separate from regular tuition.

For more information or to register, please contact the school office or visit the school website.

COMPLIANCE AND LEGAL STATEMENTS

TITLE IX COMPLIANCE

Pilgrim Lutheran School seeks to provide a safe, caring, and Christ-centered learning environment, grounded in the biblical truth that every student is a uniquely created and redeemed child of God. In accordance with Title IX of the Education Amendments of 1972, and as a recipient of certain federal funds (e.g., school lunch program), Pilgrim Lutheran School does not discriminate on the basis of sex in its educational programs and activities, except where doing so would conflict with our sincerely held religious beliefs.

General Compliance

Title IX prohibits sex-based discrimination in academic, extracurricular, and co-curricular activities, including access to courses, athletics, and protections against sexual harassment and misconduct.

Permitted Exceptions

Federal regulations (34 CFR §106.34) permit schools to group or separate students by sex in specific circumstances, including:

- Physical education activities involving bodily contact
- Human sexuality instruction
- Remedial or special education based on demonstrated need
- Grouping by objective standards (e.g., skill level in PE)
- Vocal groupings in music based on range or voice quality

Additionally, private elementary and secondary schools are not subject to Title IX restrictions regarding single-sex institutions or classrooms.

Religious Exemption

As a ministry of Pilgrim Lutheran Church and a member of The Lutheran Church—Missouri Synod (LCMS), Pilgrim Lutheran School is exempt from Title IX provisions that conflict with our religious doctrine, as provided under 20 U.S.C. §1681(a)(3). This includes matters related to human sexuality, gender identity, and related curriculum or policies. In such cases, we faithfully adhere to our biblical convictions as taught in Holy Scripture and confessed in the Lutheran Confessions.

NONDISCRIMINATORY POLICY

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

As a ministry of Pilgrim Lutheran Church and a school affiliated with The Lutheran Church—Missouri Synod (LCMS), Pilgrim Lutheran School reserves the right to operate in accordance with its biblical beliefs and confessional standards. The school may apply a religious preference in matters of enrollment, employment, and conduct when consistent with its religious purpose and mission, in accordance with applicable federal and state laws.

USDA Nondiscrimination Statement (2015 Religious Exemption)

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Parent/Student Handbook Acknowledgment Form

Pilgrim Lutheran School
2025–2026 School Year

We have received and reviewed the Pilgrim Lutheran School Parent/Student Handbook for the 2025–2026 school year. We understand that the handbook contains important information regarding the mission, policies, procedures, and expectations of Pilgrim Lutheran School.

By signing below, we acknowledge:

- We have read and understand the policies contained in the handbook.
- We agree to support and abide by these policies as members of the Pilgrim Lutheran School community.
- We understand that the school may amend policies as necessary, and updates will be communicated to families.

Student Name(s): _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return this page to the school office.