

Pilgrim

LUTHERAN CHRISTIAN SCHOOL

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2018/2019 PARENT/STUDENT HANDBOOK

Mission Statement

Pilgrim Lutheran Christian School seeks to serve with church and home in developing the whole child--body, mind, and soul.

"Equipping Children for Life."- John 14:6

From the principal:

Thank you for choosing Pilgrim Lutheran Christian School for your child's education.

The purpose of this handbook is to acquaint parents and students with the program of Christian education offered by Pilgrim Lutheran Christian School.

The use of this handbook will provide a better understanding of the aims, policies, and activities of Pilgrim Lutheran Christian School.

A Message to Students

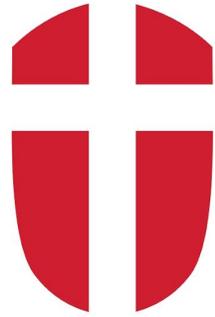
Welcome to Pilgrim Lutheran Christian School! An important goal of our school is to share the good news of the Gospel. We want every student to know that they have a Friend and a Savior from sin in Jesus Christ, God's Son. This salvation is a free gift, available to all who believe that Jesus is their Savior. You will often be reminded of this as you work and play at our school.

As Christians, we also want to grow in our faith and to show our appreciation for what God has done for us through our actions. We are guided by the Ten Commandments which many of you will study and learn.

As we work and pray together with hearts of love and respect, our joy will indeed be great. May this year be a very "special" year for you.

Blessings!

Your Principal, Faculty, Staff, and School Board



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TABLE OF CONTENTS

Topic	Page
Section 1: Overview of Pilgrim Lutheran Christian School	3
Section 2: A Crucial Partnership! Home, School and Church Together	5
Section 3: Admissions and Enrollment	7
Section 4: Tuition, Fees, Discounts, and Assistance	9
Section 5: Scheduling the School Day	9
Section 6: Absences and Tardies	10
Section 7: Health and Safety	11
Section 8: Academics and Curriculum	12
Section 9: Standards for Student Behavior (uniform policy)	17
Section 10: Student Discipline	22
Section 11: Special Programs and Other Information	24
Appendix A: Traffic Flow	27

Section 1: Overview of Pilgrim Lutheran Christian School

Philosophy - Pilgrim Lutheran Christian School (PLCS) is a mission of Pilgrim Lutheran Church. PLCS was established not only as a Christian school, but also for the purpose of instruction in Scriptural Lutheran theology. Through our Lord's Word and the power of God's Holy Spirit, children are nurtured and strengthened in their relationship with the only true God: the Father, Son, and Holy Spirit.

All education at Pilgrim Lutheran Christian School reflects its relative position to God who is the center of all life and living. It daily directs the children to see their present and future as opportunities to communicate God's love in word and deed. Christian education emphasizes response of caring for each member of the home, school, and church family. Activities are planned to direct the children's vision and love beyond themselves. Excellence in all academic areas is a goal for which Pilgrim Lutheran Christian School strives to achieve in its daily instruction.

We believe that in a world saturated with many philosophies of life, Pilgrim Lutheran Christian School must stand upon Christ the solid rock. We are opposed to the destructive forces of humanism and other "isms" which place man as master of his own life.

We believe that the proper application of Law and Gospel is vital in Christian education. The law is necessary in showing us our sin and serving as a guide for our living. We acknowledge the Gospel as "the power of God unto salvation" (Romans 1:16) and as the motivating force for all that we are and do. Faith in Jesus Christ and His forgiveness of all sin is daily shared as the only means of salvation. We recognize that faith is a free gift from God's Holy Spirit. Our Christian living is our response of love and in no degree does it earn or assist us in receiving God's forgiveness.

We continue to promote our Christian school as the ideal setting in which the home and church can best teach the objective truths of God's Word and provide the opportunity to experience Christian living on a full-time basis. We believe that this Christian community can well equip our children to become productive, contributing members of the church and society in their present and future activity.

Objectives - Pilgrim Lutheran Christian School offers an education where Christ permeates the entire curriculum and all activities. One of our objectives is to give our young people the best possible tools to build their future and to better equip them for all areas of living.

Preserving and extending God's Kingdom is the mission of Pilgrim Lutheran Christian School. The message and power is peace with God through forgiveness in Christ.

Pilgrim Lutheran Christian School can help children and parents to grow in their knowledge and love for Jesus. Christian education provides not only for the training of the mind and body, but also for the eternal welfare of the soul. "The fear of the Lord is the beginning of wisdom..." Proverbs 9:10. Only concentrated effort on the part of parents and teachers can make these aims of living part of the life of every child.

Pilgrim Lutheran Christian School endeavors to meet the following needs of children: SPIRITUAL, INTELLECTUAL, PHYSICAL, SOCIAL, AND PSYCHOLOGICAL. Christian parents will want their children to be successful in this life and to have eternal bliss in heaven. Jesus says, "What good will it be for a man if he gains the whole world, yet

Scripture itself teaches us to give our children a thorough Christian education. "Train a child in the way he should go, he will not turn from it" Proverbs 22:6. "These commandments that I give you today are to be upon your

hearts. Impress them on your children.” Deuteronomy 6:6,7A. “All your sons are taught by the Lord; and great is your children’s peace.” Isaiah 54:1.

Pilgrim Lutheran Christian School is organized on the Biblical principles as expressed in the following objectives:

1. Teach diligently the Word of God as the inspired Word in accordance with the Divine Command.
2. To make application of these truths to the child’s life. The school day opens with devotions and regular, systematic Bible-centered instruction.
3. To provide children and parents with the option of a Christ-centered education.
4. To affirm that the Lord has control over world problems and gives direction to
5. Is concerned with spiritual and eternal welfare, while including our citizenship and a high standard of academic preparation necessary in this present world.
6. To have the child become totally dependent upon Jesus Christ for all his/her spiritual needs.
7. To have each child find in Jesus the motivating force for a happy and well adjusted life of discipleship.
8. To develop Christian citizenship which is grounded in obedience to God and His Word.
9. To provide the child with a Christian set of values and attitudes.
10. To provide daily Christian fellowship; a powerful factor in building character and training in Christian living.
11. To encourage students’ participation in their home congregation and to encourage students to consider full-time ministry in the church at large.
12. To provide support of parenthood and home life for the purpose of strengthening the very base of society.

Pilgrim Lutheran Church and Sunday School - Pilgrim students are encouraged to participate regularly in worship and Bible study with other Christians. Families who have no church home are cordially invited to worship at Pilgrim Lutheran Church. Sunday school and Bible classes are available for all ages. Our school is a primary ministry of Pilgrim Lutheran Church, supported through gifts of time, talent, and treasure.

Students are involved in the worship services at Pilgrim periodically during the year. All families are encouraged to make this a priority as a way of uniting our school and church community.

If you would like information on how to become a member or be baptized please contact the principal or pastor. Those unacquainted with the Lutheran Church, its teachings, and practices, are invited to the Pastor’s Adult Inquiry Course. This course helps to unite what is taught at church, school and home.

Pilgrim Lutheran Church is a member of the Lutheran Church-Missouri Synod, whose congregations operate over 3,000 preschools, elementary and secondary schools in the United States. It is the largest Protestant parochial school system in the country.

Administration - By the authority of Pilgrim Lutheran Church, all policies and administration are directed by the School Board which meets monthly to conduct the business of the school, hear reports, and set policy. Operating within these policies, the school is administered by the principal.

Accreditation - Pilgrim Lutheran Christian School is accredited by the National Lutheran Schools Accreditation (NLSA) and AdvancED. Pilgrim is also registered with the Oregon State Department of Education.

Facilities - Pilgrim Lutheran Christian School has eleven classrooms, three conference rooms, a central office, sanctuary, an indoor gymnasium, kitchen, cafeteria, library, music room, and performing arts stage.

Section 2: A Crucial Partnership! Home, School and Church Together

Cooperation Parents, you have chosen to send your child to a Christian school. Here your son or daughter is in daily contact with the Lord Jesus Christ and His Word through regular Bible study and through formal and informal worship experiences. Your child is living in a close community with other students who claim Jesus Christ as their Lord and Savior. Christian teachers at Pilgrim are concerned that your child grows to his or her fullest potential under the Lordship of Jesus Christ. Parents and teachers have responsibilities, which if neglected, could keep a child from reaching this potential. Without the cooperation of the school and home, the child could be caught in a crossfire of purposes which could leave him or her confused and perplexed. The child could, ultimately, reject the training and instruction of either or both.

Here are some responsibilities and pledges which parents should make for the welfare of the child:

Christian Communication: Resolution, confidentiality, and direct Christian communication are the values in addressing any concerns in our school. Christian communication and procedure is determined on the basis of Matthew 18:15-16 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." and Galatians 5:22-26 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit." Where the Gospel is allowed to operate in all of its beauty, there are wonderful results. Words of forgiveness need to be spoken by staff, by students, by parents—in that we are not a perfect body but a communion of sinners. We forgive and close issues so as not to destroy the healing which the Gospel of forgiveness offers. The peace of the Gospel then becomes our blessing.

Home Obligations: Our Lord gave the primary command to "bring up your children in the nurture and admonition of the Lord" to fathers and mothers in the home. God places the soul above all else and commands us to give it a position of primary importance. We believe on the basis of the Bible that parents are fully responsible for the religious training of their children. Therefore, Pilgrim Lutheran Christian School is a supplementary agency to the home. The organized church assists parents in the work of Christian education and serves as an extension of the home.

Our school is a Christian school in which Christian faith and living is taught. Thus, it is also important for parents to set a good example in all aspects of Christian living. A rich worship life including regular and faithful church attendance, regular family devotions, Sunday school, scripture study, and generous offerings of time, treasure, and talent in the support of the Lord's work on earth, are all encouraged, whether at Pilgrim or at their home church.

Home cooperation is needed for effective education. "Seek ye first the Kingdom of God and His righteousness, and all these things shall be added unto you." Matthew 6:33.

As Parents: No other human can match your love and concern for your child. He or she is, uniquely, God's gift to you. The Lord has delegated to you the task of training your child in the way he or she should go. In order to help you in this task, we ask that you will

- pray for your child, your child's teacher(s) and for Pilgrim Lutheran Christian School.

- help us to evaluate your child's needs and establish a program to meet them;
- speak to us when you feel that some aspect of the program is in need of re-evaluation;
- support us when we endeavor to redirect your child's behavior patterns;
- give positive support to the spiritual development of your son or daughter.

As Co-Workers: We must work together closely to enable your child to have the kind of environment needed for fulfillment as a child of God. We, as teachers, receive our responsibilities from two sources. One is from the Lord, through the church, and the other is from YOU, the parents. We recognize that you receive your responsibilities, first of all, from God; and secondly, by the very nature of your parenthood. With this as a basis, here are some specific ways in which this cooperation can be practiced. This list is not intended to be all-inclusive, nor is it prioritized. Ideally, the list will grow as home, school, and church practice principles of cooperation.

- Worship regularly with your child at church. If you have no church home, you are invited to worship at Pilgrim Lutheran Church.
- Attend school functions, especially when your child is a participant.
- Get the teacher's (or the other child's) side of the story before you accept your child's version.
- Talk over problems with the teacher before consulting the principal or other parents.
- Let the teacher know if there are some serious situations in your child's life which might influence his/her behavior at school.
- Honor requests for professional consultation for your child (vision, hearing, speech, physical, psychological) in an appropriate and timely manner.
- Attend conferences requested by the teacher.
- Back up the teacher, at least until you can get all the facts; then speak personally to the teacher about it.
- Let your child know that you really respect the regulations of the school. If there are some you can't support, speak to the appropriate person about it, and always aim to speak positively and respectfully about the school's authority in front of your student(s)..
- Take problems seriously that are brought to your attention and take some immediate action if it is warranted.
- Be honest in your responses and expect honesty in return. No problem can be resolved until it is realistically faced.
- Come to and accept a common resolution.

School Communications: Parents are both encouraged and expected to keep informed of school news, happenings, and events by regularly reading the "Pilgrim Panther," reviewing returned homework, and other school communications. Many school communications are done via our management system RenWeb. Teachers also send home student work on a regular basis.

Home Visitations: Prior to school beginning, teachers visit the homes of students who are new to our school. Returning students have a visit either at their home or at the school. The purpose of the visit is to strengthen the school/home relationship and to share classroom procedures and expectations.

Parent Concerns: Concerns relating to the classroom teacher should be directed to the teacher first and then to the principal. Teachers are willing to meet with parents at any time mutually agreed upon to discuss the progress of their children. Parents may communicate with teachers via notes, phone calls or email. Teachers attempt to respond as soon as possible and within one business day. The principal may be asked to be involved with situations where communication breaks down between parent and teacher. Only after repeated refusal or

inability on the part of the teacher, principal, or parent to deal with the matter, will the School Board become involved.

Concerns by parents and others should not be permitted to destroy the rapport between teachers, principal, and School Board. If, on the other hand, the principal is not able to successfully handle a part of the job assignment, it may become necessary for the School Board (not the individual members) to take action.

Section 3: Admissions and Enrollment

Non-Discrimination Pilgrim Lutheran Christian School admits students of any race, color, sex and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex and national/ethnic origin in administration of its educational policies and other school programs.

Enrollment Priorities and Procedures Pilgrim Lutheran Christian School will admit all students (provided they continue to be in good standing: spiritually, academically, behaviorally, emotionally, and meet contractual obligation). All new students will have a probationary admittance period of 45 school days. Admittance is for one year on a “first come-first serve” basis according to the enrollment deadline set by the School Board and the following priorities:

1. Pilgrim Lutheran Church member whose children are currently enrolled at Pilgrim Lutheran Christian School.
2. Non-PLC families with students currently enrolled at Pilgrim Lutheran Christian School.
3. Siblings of students currently enrolled at Pilgrim Lutheran Christian School.
4. New students whose parents are members of Pilgrim Lutheran Church.
5. New students from the community.

Procedure

1. Enrollment materials are distributed to currently enrolled Pilgrim Lutheran Christian School families in January for the next school year.
2. After the enrollment deadline, acceptance is based upon the date of the application and available space.
3. As part of the enrollment process, the principal or a representative meets with all new families.
4. Registration fees, submitted with the enrollment form, either reserve a place in the class for the following year pending classroom availability or automatically place the student on a waiting list for that class. Registration fees are refunded only if a family relocates out of the area or no space is available
5. If a class is filled to capacity, a waiting list is established. Those interested in being placed on a waiting list will submit a completed application form.

Entrance Requirements

Age:	Preschool 3	3 years old and potty-trained on or before September 1
	Preschool 4	4 years old and potty-trained on or before September 1
	Kindergarten	5 years old on or before September 1
	1st Grade	6 years old on or before September 1

Cut-off dates for enrollment are prescribed by the State of Oregon and are followed closely. Transfer students will remain in the same grade unless justification for a different grade level is approved by the principal in conjunction with the classroom teacher.

Academic and Behavioral: Pilgrim Lutheran Christian School strives to serve as many students as possible, recognizing their unique abilities and needs. In some instances, these may be children whose unique needs we are unable to meet. Academic assessment, if indicated, may be used to determine appropriate grade placement.

Students with continued history of behavioral problems in other schools may not be admitted. Final acceptance is determined on the basis of parent-teacher conferences, classroom observation, testing and analysis of records from a previous school. An additional probationary period may be imposed on a case by case basis for academic or behavioral reasons for any student during any part of the school year. The school reserves the right to deny enrollment for academic and behavioral reasons. Re-enrollment is denied where a student is not experiencing success in the Pilgrim program.

Health: The State of Oregon requires the submission of a signed state medical form from students entering Oregon Schools for the first time. The school will provide the proper immunization form which needs to be completed and returned by the first day of school in order for a child to be in school.

International Students: Pilgrim Lutheran Christian School is certified with the United States Government and Homeland Security to admit international students. These students are subject to all of the Admission policies set down in the Handbook. In order to ease the transition of new international students into Pilgrim's challenging academic environment, the student's parents will provide tutoring outside of school hours at least two hours per week, until the student is showing appropriate academic progress, understanding of school expectations, and participating in class. Tutoring is provided for at least the first three months. Adequate progress and continuing need for tutoring is evaluated by the classroom teacher(s) and principal. Before the student starts at Pilgrim, the tutor will meet with the teacher(s) to discuss procedures and expectations. All International Students must meet all SEVIS, VISA and Form I-20 requirements. Additionally, medical insurance is required. Proof of insurance will be required for all students.

Authority for Admission of Students: The authority for admission of students rests with the school principal. The principal will conduct a personal visit with all prospective families. The procedure has been set by the School Board:

1. The visit will allow the parents to share their backgrounds and express what they are looking for in an education program.
2. The principal will share Pilgrim Lutheran Christian School's philosophy, curriculum, goals, and objectives.
3. A visitation with the room teacher is encouraged.
4. The following must be submitted to the school office in order for the child to be approved for admission:
 - a. Registration fee
 - b. Enrollment Form
 - c. FACTS enrollment form OR payment in full
 - d. Financial Commitment Form
 - e. Oregon State "Certificate of Immunization Status"
 - f. Completed "Transfer of records" form for the school previously attended

- g. Report card from previous years and achievement test results if such testing has taken place
- h. Any other evaluations as requested.

Section 4: Tuition, Fees, Discounts, and Assistance

Registration Fee - Payment of the registration fee holds a place in the enrollment. It is neither refundable nor transferable except in cases of relocation prior to the start of the school year or if no space is available. The registration income is designated for books and instructional materials.

Tuition - Tuition is determined annually by the Board. A separate Financial Commitment Form shows details for the current year of all financial matters. This signed form must be turned in by May 31 indicating how you intend to pay your tuition for the following school year (“In Full” or “Make Payments”).

Tuition Discounts -

Multi-child: Parents with more than one child enrolled in Preschool through 8th are granted a discount from the full tuition for each additional child enrolled in those grades if enrolled for 5 full days/week. This discount is applied to the child in the lower grade. Financial information is available on our “Registration and Tuition Schedule.” .

Payment in full: Families who pay their full tuition for the upcoming school year prior to the June 30 deadline receive a 3% discount.

Early Bird: Early enrollment (prior to Spring Break) helps the school plan for its needs for the coming year, and a tuition discount is offered if ALL materials are received prior to the deadline.

Pilgrim Church Member: Eligibility for discount is based on “Guidelines for Membership Discount” and is subject to the School Board’s approval. These guidelines are available upon request. Only full time students may receive the membership discount.

Payment Schedule -Parents who elect to make payments for tuition must enroll in the FACTS program. Within the FACTS plan, automatic payments are strongly preferred. Payments are made over 12 months from July to June. The months of July and August are non-refundable. (Bi-monthly payments are also available. Please see the office for details.) A fee is assessed for late payments.

Tuition Assistance - Tuition assistance is available, upon application, for those families with full time students unable to afford the full tuition. The deadline for the first review of applications is prior to Spring Break.

Non-Payment - Pilgrim Lutheran Christian School reserves the right to turn accounts over to a collection agency due to nonpayment of financial obligations and/or non-payment of property damage or loss of books

or equipment at the end of the school year. All financial obligations must be met by the end of June, which marks the end of the fiscal year. Lack of payment will also prevent the a student from receiving his/her final report card and being re-enrolled for the following school year.

Section 5: School Day Schedule

Daily Schedule

Beginning and closing times for the various classes are as follows:

Preschool 3/4/Pre-K	as scheduled	8:10-11:20 AM (or Full-Day)
Kindergarten-8th Grade	Mon-Fri	8:10-3:00 PM

Each teacher formulates a daily class schedule which is shared with students and parents at the beginning of the year.

Arriving The doors open at 7:55 AM Classes begin at 8:10 AM All classes enter through the atrium doors.

Pick up Dismissal time is safest and most efficient when parents enter the far east end of the parking lot and circle around to pick up their children. Please continue to circle or park if your child is not visibly ready to exit the building. (See Map in the Appendix.) Preschool through second grade will exit through the glass atrium doors. Third through fourth grades will exit from the glass doors facing 12th street. Fifth through 8th grade will exit through the upper level stairs at the end of their hallway and dismiss from the covered shelter near the sidewalk.

Early Entry Students who enter the building before 7:55 AM must be under the constant, direct supervision of a parent or teacher. The exception to this is when a teacher/school employee (who is the parent) is at devotions or a meeting, during which time the child is to remain in the parent's room or area of responsibility.

Late Pickup and After School Activities: School dismissal times are 11:20 AM or 3 PM if Full-Day. Students staying to watch after-school activities **must be under the direct supervision of a responsible adult**. Students who stay after school for sports or other school sponsored extracurricular activities report to a designated classroom at 3:15 PM for supervision until dismissed to a game/practice by the adult supervisor. Students not following this procedure will lose privileges for such activities as a consequence. Coaches and teachers are responsible only for the supervision of the students enrolled in their program.

We allow 15 minutes after dismissal for children to be picked up. The supervising teacher will stay with late pickup students until 3:30 PM. After 3:30, remaining students will be taken to either kids club (prek-5th) or homework club (6th-8th) and will be billed accordingly.

Section 6: Absences and Tardies

Regular attendance is essential if a student is to make use of the educational opportunities Pilgrim offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic tardiness or absenteeism hampers academic achievement and disrupts the classroom. With all absences, the parent is asked to report the reason for the absence to either the room teacher or the school office by written note or email, a telephone call, or in person. Only excuses given by the parent or guardian are recognized.

Tardy: A student not in the classroom ready to learn at 8:10 AM is considered tardy. Students entering the building after 8:10 AM report to the school office to obtain a tardy slip prior to heading to the classroom. If a pattern of tardiness emerges, the classroom teacher or principal will contact the parent to address the situation.

Absence: The parent or guardian is expected to report the reason for the absence to the teacher or the office by 9:00 AM. Up until 9:00 AM, any late arriving student is counted tardy. After 9:00 AM, he/she is counted absent for a half day and a phone call is made home to determine the reason for absence if not already known.. If a full-day student misses more than three hours of instructional time during the school day, he/she is counted absent. If a half-day student misses more than one and a half hours of instructional time, he/she is counted absent.

The teacher will determine whether or not work will need to be made up. The student is given one day for each day he/she was absent to complete the missed school-work. Assignments are available to the student after the student returns to school. Arrangements to pick up homework prior to the student's return often create a disruption to the students in class and are only encouraged in the case of a prolonged illness.

If a student is absent from school for more than 10% of any given school year, the student may be retained for this reason. All such circumstances are reviewed and decided upon by school administration.

Illness: "Sick children belong at home. Well children belong in school."

The Oregon Medical Association offers the following reasons for keeping children home from school:

- Stomach Ache, vomiting, diarrhea, flu
- Pain (toothache, earache, headache, and joint pain)
- Fever of 100 F. or higher
- Rash, ringworm, impetigo
- Cold, cough, sore throat
- Strep throat (Must be on medication for 24 hours prior to return— Contact doctor for specific medical advice.)
- Head Lice (nits and/or live lice)
- Pink Eye
- Chicken Pox
- Measles

Please keep your child at home if their illness has taken place within 24 hours of the start of a new school day. Children will not be admitted to school if there has been a fever, vomiting, or diarrhea within the past 24 hours. Children who have missed the school day because of illness will only be allowed to participate in after school activities with the approval of the coordinating staff member.

Prearranged Absences: (Absences that are arranged in advance.) The parent and the teacher confer ahead of time. All missed assignments are made up after a student's return to the classroom. The time frame for the completion of work missed are determined by the teacher. Students are encouraged to continue with their "routine" assignments and work.

Medical and Dental Appointments: To avoid disruptions to the learning process, parents are encouraged to schedule medical and dental appointments around the school day and the school calendar. A written excuse is required for such absences as well as for non-participation in physical education or recess.

Sign In/Out: If leaving the school during the school day due to appointments and activities, parents sign their child out in the school office. Likewise, as students return to school, parents sign them back in.

Section 7: Health and Safety

Healthy children are generally happy children. A child that is rested and well nourished usually feels good and is more apt to have the physical stamina necessary to concentrate and work for prolonged periods of time. If a child comes to school tired due to the absence of sleep or rest, or he/she is hungry because of a lack of a substantial breakfast/lunch, he/she may be irritable and it may possibly limit his/her ability to learn. Proper rest, sleep, and sound nutrition can help maintain a child's health, and avoid absences.

Medication: All medications intended for students are to be stored and administered in the school office. All medicine, prescription and over-the-counter, should be brought to the office in the original container and clearly marked with the child's name. Inhalers, epi-pens, insulin or other emergency medications need to be kept by the teacher and need to be accompanied by an action plan. Parents are to personally sign a medical card for any and all medication to be administered including aspirin, cold remedies and cough drops/throat lozenges. Parents are also to inform the teacher of the time at which medication is to be administered. Parents are to pick up medication from the school office when it is no longer needed. Students are not to administer their own medicine. The school is not able to dispense medicine to students without written authorization from parents. For any directions regarding special medications or circumstances please consult with your child's teacher.

First Aid: All Pilgrim staff members have been trained in First Aid and CPR. In emergency situations, every effort are made to contact parents. It is important that each family completes or updates emergency contact information as part of (re)enrollment.

Security: School doors are locked throughout the school day. Please ring the doorbell to be buzzed into the building and proceed directly to the office.

Sign In/Sign Out: All visitors, parent volunteers, and students leaving during the school day, are required to sign in/out at the school office. Volunteers and visitors wear an identification tag. When leaving the building, all visitors are to sign out and return the identification tag.

Dogs/Pets: For safety reasons, dogs and other pets are not allowed in the school building; and are not to be in the parking lot area by students as they are being picked up or dropped off. The only exception to this policy are officially designated service animals. This is done in order to prevent allergic reactions, keep distractions at a minimum, and maximize student safety.

Weather and Other Unexpected Closures: School closures or delays are posted on the www.flashalert.net website. Our closure, listed as "Pilgrim Lutheran Christian School," is listed on metro area TV stations and on most radio stations serving our area within fifteen minutes of reporting the closure. We generally follow Beaverton School District's lead, but always post our own name. Late openings are exactly 2 hours from normal opening time. This means doors will open at 9:55 AM and classes begin at 10:10 AM. In cases of late openings, there is no hot lunch service or morning preschool. Stay safe! If there is any doubt, please consider conditions at your home before proceeding to school. Up to two school days per year are allowed for closure due to weather. Additional closure days are made up by adding days to the end of the school year and/or opting out of a school holiday..

Section 8: Academics and Curriculum

Cumulative Records A school file for each current Pilgrim student is maintained in the school office. It includes report card summaries for each year the student was enrolled, test scores and health information. The files are available for review by parents or guardians. A teacher or the principal is legally required to be present when a parent reviews behavioral files.

Progress Reports and Conferences: Student progress is updated regularly in the RenWeb school information system. Report cards are provided at a formal conference at the end of the first trimester. All other report cards are sent home at the end of each trimester. Second trimester conferences with teachers are optional. Fifth through eighth grades send mid-term reports for each trimester.

Homework Assignments not completed at school are brought home for completion by the next school day. The amount of time a student spends on homework depends upon the grade level, ability, and study habits of the child, but should usually fall within these time periods:

K-2nd	10-20 minutes per night
3rd-4th	30-40 minutes per night
5th-8th	50-80 minutes per night

Parents can assist by providing encouragement and a quiet place to study. Providing too much help is discouraged.

- Consult with the teacher if assignments are consistently burdensome.
- Assignment books can help students organize their time.
- Textbooks should be returned to school each day for use in class.
- Incomplete assignments interfere with class discussion of a previous lesson.
- Teachers may lower grades for incomplete assignments.
- Students absent because of illness are given one extra day for each day he/she was absent.

Standardized Tests Standardized tests of various kinds are available to help in assessing readiness for learning, achievement, educational ability and learning disabilities. All students from 1st through 8th grades participate in a nationally-normed battery of achievement tests in the spring of the school year. Results are shared with parents. A general estimate of learning ability is measured by an academic ability test given to students in grades 1, 3, 5, and 7.

Learning Disabilities Occasionally, Pilgrim may recommend that a student be evaluated for the possibility of a learning disability. This process may involve a referral to the local public school district in which the student resides. It may also involve a private consultation with a psychologist, learning specialist, or the family doctor.

Guidance The principal and individual teachers provide an initial level of counseling for students. Recommendations for further guidance may be given in some cases. The school does not employ a special counselor but is able to recommend private Christian counseling services in the area.

Promotion/Retention: The decision to promote and retain students is vested in the Pilgrim faculty under policies enacted by the School Board.

1. Criteria - Satisfactory completion of work and the ability level of the child are taken into consideration at the time of promotion to the next grade level. Teachers will evaluate readiness for the next grade

level by considering progress reports, physical and emotional maturity, chronological age, parental concerns and professional counsel. Extended absences from school may be a further consideration.

2. Notification - Should a student's promotion to the next level be in question, parents/guardians are informed as early as possible but no later than the end of the end of January. Teachers will present evidence they have accumulated prior to that time. The principal will also have been informed of these concerns.
3. Conference Decision - A final decision regarding retention of a student will ordinarily be made jointly by teacher, parents, and principal by the end of the second trimester conferences. If parents and school do not agree, a letter to that effect shall be signed by all parties and filed in the student's permanent file.
4. Final Authority In matters of promotion and retention, the School Board, in consultation with the principal, has the prerogative to make a final decision.

Honor Roll Honor roll is for grades 5-8. If students achieve a grade point average of 3.5 or above in a trimester, with the lowest report card grade being no lower than a "C," they are recognized through the honor roll. For students to receive the Praise Award, they must be on the honor roll for 3 consecutive trimesters.

Curriculum and Selection of Curricular and Supplementary Materials

Materials used in the classroom, library, and in other activities are chosen using the following guidelines and values:

- Support of written objectives and school philosophy.
- Educational soundness.
- Appropriateness for the age level.
- Quality of presentation.
- Religion materials reflect our Christian faith and are taught according to the doctrine and practices of the Lutheran Church, Missouri Synod.
- Offering a variety and diversity in literature, art, and music is a means of broadening our students' perspective and is an opportunity for developing skills in evaluation from the Christian point of view.
- Fairy tales, fables, myths, and make-believe are a part of our literary heritage and can serve to stimulate creativity and pleasure in reading.
- An important part of Lutheran education is exposing students, at appropriate points in their academic development to ideas that may not agree with the Christian faith so that we, as Christian educators, can guide them in evaluation of these ideas in the light of God's Word. We believe that working through such issues will help to strengthen their faith and understanding. We do not feel the elimination of all debatable issues is possible or practical. We feel the responsibility is to equip students and to assist them in the development of evaluation skills.

Through our Christian teachers, Pilgrim Lutheran Christian School strives to integrate the faith into all the subjects taught. A textbook is not of itself either Christian or non-Christian. The manner in which it is utilized by the teacher and how it is received by the student will determine the degree to which it qualifies as being Christian. Integrating the faith is achieved when Christians confront the issues and enjoy the many benefits of this world in the light of God's Word.

Purpose of Academic Subject Areas

Language Arts Learning is only possible through communicating; therefore, successful students need to develop effective and efficient skills in reading, writing, speaking, and listening as they maximize their potential and develop their individual abilities. It is through fully developing these skills that we transmit ideas that help us to share the Gospel message. The focus of Language Arts instruction at Pilgrim Lutheran Christian School is to develop communication skills through which our children can serve and glorify God.

Teachers in Kindergarten through Third grade use a phonetic approach when teaching spelling, reading and writing. This approach gives our students the tools they need to become strong readers.

Social Studies The purpose of social studies at Pilgrim Lutheran Christian School is to train active, responsible citizens, inasmuch as responsible citizenship is a Christian's duty. That training includes, among other things, developing respect for the physical environment created by God, becoming good stewards to God's creation and the welfare of all people, gaining knowledge which encourages a love for the country in which we live, and an understanding of diverse cultures and political viewpoints. The study of disciplines such as geography, history, economics, and political science provide the foundation for this training.

Science The purpose of science instruction at Pilgrim Lutheran Christian School is to point the students to evidences of God's love, wisdom, power, and majesty in His creation. Through these insights, the Holy Spirit may prompt children of God to respond with love, gratitude, awe, and reverence toward their Creator. There need be no conflict between the sciences and Christian beliefs. Life science, physical science, and earth science are taught at Pilgrim Lutheran Christian School, as evidences that confirm our faith in God the Creator.

Scientific knowledge is also to be translated into purposeful, healthful, and safe living. Science instruction, therefore, should be a process that enables the learner to modify his/her behavior to be a good steward of God's gifts—a person who will make every effort to maintain a suitable environment for service to their Lord and others.

Mathematics Mathematics instruction at Pilgrim Lutheran Christian School works to prepare God's children for a technical world that requires more than just computational skills. The study of mathematics' basic disciplines—the number system and its patterns and relationships as reflected in geometry, trigonometry, and algebra—are necessary to equip today's student. The programs are designed to help children obtain the math skills necessary for a productive life.

Religion The purpose of religion class is to bring our students to know of the saving grace of our Lord and Savior Jesus Christ. Students are taught religion in both the classroom and formal worship in the form of chapel on Wednesday mornings. The children study Scripture, Lutheran doctrine, church history, and worship forms. Religion is not merely an academic exercise, but a means of helping children respond to God's gracious call in Jesus Christ to become what their Creator intended them to be: receivers and communicators.

Religion is taught according to the doctrine and practices of the Lutheran Church, Missouri Synod. Secular subjects are taught through the love of God-related to His will for our lives.

Fine Arts The purpose of Fine Arts instruction at Pilgrim Lutheran Christian School is to nurture the God-given creativity within each child so that God may be glorified through aesthetic development. Areas such as music, art, and drama are included in Fine Arts instruction. Participation in creative activity encourages awareness of

how the arts serve as a means of enjoyment, self expression, and worship of the Creator, Redeemer, and Sanctifier.

Technology Technology education is offered at Pilgrim Lutheran Christian School to introduce students to digital citizenship and technology use. Appropriate technology is made available at all grade levels and specific instruction is given in their use as tools for more effective work. Computer use is integrated into many different subjects both as a useful tool and as a means to practice specific skills. Parents and students are asked to sign Pilgrim's "Acceptable Use Policy" as the guide to all in-school computer use. Parents need to be aware that students may need to have Internet access to Internet and printer outside of school in order to complete certain assignments and projects.

Health, Physical, and Sex Education The purpose of health, physical, and sex education at Pilgrim Lutheran Christian School is to help the students gain understanding and appreciation of their physical, emotional, and spiritual selves which combine to make them special creations of God.

Physical education promotes a sound physical fitness as well as sportsmanlike attitudes and actions which glorify God. Health and sex education are designed to guide the students in an understanding of their bodies, emotions, and intellectual and spiritual aspects which interact as they develop. Proper stewardship of these gifts of God is stressed in all areas. Students remain active through the use of our gymnasium and a playground adjacent to the school.

Sex education is taught in relationship to God's plan for families and reproduction within this family unit. Parents are informed sufficiently in advance when a unit in sex education will take place. This will allow time for the parent to preview the material if they so choose. Parents will have the option of having their child participate. Should the parents choose not to have their child participate, they are responsible for their child during the sex education classes.

PE Guidelines These guidelines apply to grades K-8. Required PE clothing is:

1. Athletic shoes, worn with socks (grades 1-8)—shoes will stay at school
2. Athletic shorts/sweats (grades 5-8 only)
3. T-shirt (grades 5-8 only)
4. Pilgrim PE jersey (grades 5-8 only)

Each student is required to dress down and participate. Grading is based on a demonstration of proficiency in various PE units, participation, and dressing down. If a student is too sick to go outside they should remain at home. All students are expected to participate unless they have a written excuse from a doctor or a parent. Any student without an excuse is required to observe during class time.

Field Trips Students in all classes will take several field trips to various points of educational interest. Since field trips are a valid part of the school curricular day, absences are counted. Private cars or rented buses are used with most admission fees covered by tuition, except for extreme middle school outings (DC, Outdoor School, OMSI overnight). Teachers will inform parents of date, time, and destination of each trip with a notice sent home in advance of the trip. Permission to attend all field trips will have been signed in enrollment papers. Current background checks and insurance coverage information are required for all parent drivers/chaperones who are to proceed directly to and from the destination. Seat belts are to be worn by all participants. Students under 8 years old or under 4-feet 9-inches tall must bring and use a booster seat.

Outdoor Education Pilgrim Lutheran Christian School considers outdoor school to be an integral part of its science curriculum. The Washington County ESD (Education Service District) sponsors an outdoor school for 6th graders. It affords an opportunity to give our Lord the credit for the creation and the glory due His Holy Name. The 6th grade teacher accompanies students to the camp, which runs 4 days. Participation is a curriculum requirement of Pilgrim Lutheran Christian School. A medical reason for not participating would be the only exception. The cost of the program is partially funded by the school and partially funded by the parents.

Section 9: Standards for Student Behavior

Standards are the overriding expectations that govern the school. They focus on good behavior and good work habits. They set the tone for the school and the classroom environment. These are Pilgrim's standards:

1. **Respect God** - We want to honor God in our thoughts, words, and actions in response to the love and respect He has shown for us. We want to show reverence for Him and His name and concern that His Word be applied to our daily living.
2. **Respect People** - We want to follow the directions of those in authority. We wish to demonstrate our love for others in our thoughts, words, and actions.
3. **Respect Property** - We are protective of school and church property and that which belongs to other people.
4. **Respect Learning** - We want to insure that the teaching-learning process is not disrupted and that students are not prevented from learning by other students.

Christian Conduct

- Pilgrim is a Christian school and Christian conduct is expected of all students.
- Conduct should reflect the message of the Gospel of Jesus Christ and is governed by the Ten Commandments and the law of Christian love.
- The regulations of the school are a daily expectation.
- The rights of others are a major factor in determining appropriate behavior.

Rules and Guidelines - While procedures deal with routines, rules focus on the kinds of behavior one expects while carrying out the routines. Pilgrim has adopted a number of rules which cover certain routines. These will also be presented to students at the beginning of the school year. Specific classroom rules are shared at the home visit time or back to school night.

Student Dress/Grooming Code - Student dress and grooming affect student behavior, learning, and reflect a positive school image. Student dress, jewelry, and makeup should be non-disruptive to learning and reflect a Christian model of modesty and Christian values to members of Pilgrim Lutheran Church, parents of Pilgrim Lutheran Christian School (PLCS), and the public.

Pilgrim Lutheran Christian School Uniform Policy

1. All students are required to have at least one shirt and one sweater with our school logo. Logo'd apparel can **ONLY** be purchased through Lands' End. No outside embroidery or screen printing will be accepted, except on spirit or free dress days.

2. Students are REQUIRED to wear a Lands' End logo'd style on Chapel day and during class field trips. This is considered "formal uniform".
3. Any branded apparel is not considered uniform acceptable IE: Nike swoosh, Lacoste, etc.
4. Students will be allowed to wear spirit gear every Friday rather than their uniform if they choose.
5. The last Friday of the month is a free dress day but it must be school appropriate (see pg. 20-21)
6. If a student needs a sensory accommodation, a provider's note will need to be submitted. Please schedule a meeting with the Principal prior to the start of the school year.
7. If a student arrives at school in non-uniform apparel, with the exception of FREE DRESS days, the student will be sent to the office until a uniform is provided for the student from home.
8. A one-time warning for uniform violations will be issued. A clear and written explanation of the violation will be provided.

PE Uniform

1. Required for grades 5th-8th
2. Available at the PLCS spirit store (<https://inkmyorder.com/pilgrim>)
 - a. Reversible Pilgrim jersey
 - b. Solid black basketball shorts (predominantly black) *
 - c. Red, black, or white t-shirt under the jersey*

*t-shirt and shorts are available at the spirit store, but not required from the spirit store

*Unless otherwise noted, any brand is permissible, brand logo cannot be visible. All logo items must be from Lands' End

	Preschool 3s & 4s	K-4 th	5 th -8 th
<p>Tops Red styles must be purchased from Lands' End</p>	<ul style="list-style-type: none"> ● Lightweight fleece half-zip: Land's End only, Logo required -red or black ● Cotton Polo shirt: long or short sleeve -Red, black, white <p><u>Girls only:</u></p> <ul style="list-style-type: none"> ● Peter Pan Collar button-up or polo: long or short sleeve - White 	<ul style="list-style-type: none"> ● Same options as Pre-K 	<p>In addition to K-4th options:</p> <ul style="list-style-type: none"> ● Essential Tee: Lands' End Only, long or short sleeve, Logo required -black, red, white ● Oxford Shirt: long or short sleeve -White

<p>Sweaters All styles are Lands' End only</p>	<ul style="list-style-type: none"> • Drifter zip up cardigan -black or red • Drifter button up cardigan -black or red <p><u>Boys only:</u></p> <ul style="list-style-type: none"> • Drifter V-neck pullover -red • Drifter V-neck vest -black or red 	<ul style="list-style-type: none"> • Same options as Pre-K 	<ul style="list-style-type: none"> • Same options as Elementary grades
<p>Dresses & Skirts Must be no more than 3" above the knee</p>	<ul style="list-style-type: none"> • Plaid jumper: Lands' End only • Polo Dress -Black -Red (Lands' End only) • Khaki jumper • Skort -khaki, black, grey 	<p>In addition to Pre-K options:</p> <ul style="list-style-type: none"> • Plaid skirt, Lands' End only • Top of knee pleated skirt - khaki or black • Ponte dress -black 	<ul style="list-style-type: none"> • Same options as elementary grades
<p>Bottoms</p>	<ul style="list-style-type: none"> • Chino Pants or Shorts (3" above knee) - khaki, black, grey • Non-faded black denim <p><u>Girls only:</u></p> <ul style="list-style-type: none"> • Ankle length leggings - black 	<ul style="list-style-type: none"> • Chino Pants or Shorts (3" above knee) - khaki, black, grey • Non-faded denim -black only 	<ul style="list-style-type: none"> • Same options as elementary grades

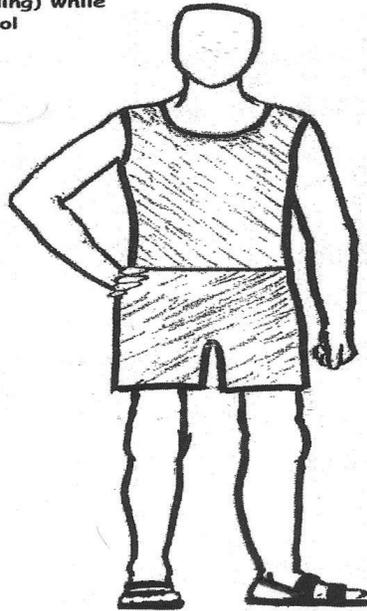
<p>Accessories</p>	<ul style="list-style-type: none"> ● Black tights with skirts or dresses (No white or colored tights) ● White knee-high socks with skirts/dresses ● White, black or grey socks on chapel day ● School appropriate shoes (must have back and be able to run safely) ● Black or brown belts (not required) 	<ul style="list-style-type: none"> ● Same options as Pre-K 	<ul style="list-style-type: none"> ● Same options as elementary grades
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Lands' End Direct Link:

<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900185224>

NO BARE ZONE

The shaded portion of this figure represents front and back views. These parts of the body must be covered (in all positions e.g., sitting, standing reaching, bending) while attending school



- No cleavage or under-garments showing

- Skirt, shorts, or dress length must be at mid-thigh.

- Footwear must be worn at all times appropriate to activity.

PLCS faculty are to make decisions of what is disruptive to the learning environment, what does not reflect our Christian values, and what is considered immodest.

1. Disagreements with the uniform/grooming codes are brought to the attention of the principal. The teacher and the principal will make the decision on appropriate and inappropriate dress and grooming.
2. Board of Christian Education (School Board) will follow the procedure in matters regarding dress and grooming.
3. Appropriate Dress for free dress day (last Friday of each month):
 - a. Denim jeans may be worn and need to be neat, clean, (no distressed jeans with holes)
 - b. Sweatpants and sweatshirts are allowed
 - c. Form fitting tops and bottoms may only be worn underneath other clothing.
 - d. Knit pants (leggings, yoga pants, etc.) must be worn underneath other clothing (skirts or shorts that follow the length guideline)
 - e. Sleeveless blouses or tops must cover the shoulder and have standard sized arm holes.
 - f. If clothing has print or pictures it must be appropriate.
 - g. Hats/caps are appropriate outdoor wear only.
 - h. Skirts and shorts must be no higher than a long side of a credit card length from knee (Bike shorts or other similar shorts should be worn underneath skirts at all times.)
 - i. Sturdy and safe shoes appropriate for physical activity on the playground. Shoes must have a back or ankle strap. Flip flops are NOT allowed.
 - j. Cosmetics which are modest and appropriate for young, Christian women are allowed in grades 6-8.
 - k. Body piercing only for earrings.

- l. Hair coloring should appear natural.
- m. Shirts/blouses must cover midriff, backs, and cleavage at all times. No undergarments should ever be visible as students move naturally through the day (ie: arms overhead)
- n. Pajamas are not appropriate dress for school except during spirit week.
- o. Visible body markings are not allowed (including temporary tattoos)
- p. Attire should be appropriate to Christian values that are taught at Pilgrim Lutheran Christian School. Any student that is wearing clothing deemed inappropriate is sent to the principal. The student will remain in the office area until the student's parents are contacted and bring appropriate clothing or they will be provided with an appropriate outfit if parent/guardian is unable to bring clothing to school.
- q. PE: uniform is to be worn for all students in 5-8th grade. Black nylon mesh basketball shorts that are no more than a vertical credit card length from knee and non-form fitting, and the Pilgrim PE shirt. This can be ordered at (insert website)

This dress code is in effect for all school functions. Your child's teacher may establish exceptions to the dress code for special events or a particular activity.

Nuisance Items Students are asked to leave the following items at home so that they do not come into the possession of a teacher: skateboards, comic books, matches, knives, squirt guns, electronic devices, electronic games, ipods, trading cards, gum, candy and other items which might become a nuisance item in the classroom. Such items are confiscated and returned only at the request of the parents. Please refrain from bringing on school grounds.

Cell phones should be left in a student's locker/cubby and turned off during school hours (8 AM - 3:15 PM) while the student is on school property. Your child's teacher may further define this policy for application in a particular classroom. Any personal electronic brought to school is at your own risk, including loss, damage or theft.

Anti-Bullying Policy Overview Pilgrim Lutheran Christian School is committed to providing a safe educational environment for all our students, free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" are defined by Pilgrim Lutheran Christian School as any intentional written, verbal, or physical act, when it is determined by school administration that such action:

- physically or emotionally harms a student.
- damages a student's property.
- interferes with a student's education.
- creates an intimidating or threatening educational environment.
- disrupts the orderly operation of our school.

Harassment, intimidation, or bullying can take many forms, including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, exclusion, text messages, emails, internet postings, and other written, oral, or physical acts.

Most behaviors do not rise to the level of harassment, intimidation, or bullying, such as conflict, disrespect, poor choices, and many other inappropriate behaviors. These behaviors may still be prohibited by other school policies or classroom rules.

Counseling and corrective discipline are used to effect a change in the behavior of a misbehaving student. All appropriate interventions will have the goals of restoring a positive school climate and providing support and

protection for the victims who have been impacted by such behavior. Any retaliatory behavior on the part of either the perpetrator or the victim will also constitute a violation of this policy and will result in consequences.

Policy Implementation Each identified instance of harassment, intimidation, and bullying are addressed by Pilgrim Lutheran Christian School on a “case-by-case” basis, since each instance will have varying circumstances that need to be taken into consideration. Parental support is an important key to the success of any administered consequence. The following is a sequential list of how this policy is implemented in most instances:

- Harassing, intimidating, or bullying student behavior is observed or identified by a teacher or supervising adult.
- The student is confronted with the behavior by his/her teacher.
- The student’s behavior is documented by the student’s teacher.
- The student will give an apology to all affected students in the presence of a teacher. In the apology, the student will acknowledge both responsibility for his/her actions and its inappropriateness.
- The teacher and/or principal will determine an appropriate consequence for the behavior (minor offense: time-out, loss of recess or other privileges/ major offense: suspension, expulsion).
- Parents of the misbehaving student are contacted by the teacher or principal, informing them of their child’s behavior and the consequence.
- Parents of the impacted student are contacted by the teacher or principal informing them of the incident.
- The repetition of this behavior or a similar behavior on the part of the student are grounds for expulsion from Pilgrim Lutheran Christian School.

The Importance of Communication For harassment, intimidation, and bullying behaviors to be addressed, accurate and timely information communicated to a teacher or the supervising adult is essential. If, for example, an alleged incident is not communicated until several weeks after its occurrence, the ability of Pilgrim Lutheran Christian School to determine what actually happened is greatly diminished. For this kind of behavior to be effectively addressed, all students and/or parents must report such incidents immediately.

Confidentiality It must be understood that when a consequence is administered by Pilgrim Lutheran Christian School, it is done so confidentially. Parents must not assume that just because they don’t know how an individual student has been dealt with by Pilgrim Lutheran Christian School that nothing has been done. While Pilgrim understands that parents of offended students will want confirmation of action taken, the discipline of Pilgrim students are administered in a confidential process, to protect the interest of all families concerned and in a way that is consistent with the mission and ministry of Pilgrim Lutheran Christian School.

Please contact the principal if you have comments, concerns, or would like clarification concerning this policy.

Section 10: Student Discipline

As Christians we want to grow in our faith and show our appreciation for what God has done for us through our actions. When teachers discipline students, they are showing that they care too much for them to let them behave inappropriately and wish to take the time and effort to help them learn appropriate behaviors. It is the school’s expectation that families will support the disciplinary actions of the school.

We believe that Christian discipline strives to apply a good balance of Law and Gospel. The law identifies the actions that are sinful and therefore not acceptable. The Gospel leads us to repentance: a sorrow over sin, a

spirit which desires change, and forgiveness through Jesus Christ. Correction is appropriate for the grade level. Positive reinforcement will assist in encouraging proper behavior.

Certain types of behavior are in obvious violation of Christian conduct. Such behavior will result in appropriate disciplinary action and can lead to expulsion.

Disciplinary Actions The root for the word discipline is disciple which is teaching or leading. Pilgrim's program has five objectives:

1. To stop inappropriate behavior;
2. To teach appropriate behavior;
3. To assign responsibility;
4. To assist the students in making a sincere effort to use their God-given talents and abilities in their studies and in their lives;
5. To assist the students in following Jesus.

The following are explanations of the administrative disciplinary actions that may be taken:

- **Administrative Intervention** The school administrator will talk with the student and his/her parent/guardian to reach an agreement regarding the student's behavior.
- **Loss of Privileges** The school administrator or staff member may notify the parent of privilege suspension. These privileges may include removing the student from the playground, lunch room, library/media center, class participation or extra-curricular activities.
- **Parent Involved Conferences** A conference with the student, the parent, administrator and appropriate staff members are scheduled. Parents are informed of the problem area and a plan for improving behavior are established. This plan may include a written behavioral contract.
- **Suspension** The student is assigned to at-home or in-school suspension. The school administrator will exclude the student from regularly scheduled classes and all extra-curricular activities. Suspension is for a period up to ten days. The school board and administrator reserve the right to refuse re-enrollment to a child who has had repeated suspensions.
- **Expulsion** The decision to expel a student is made by the school administrator and the School Board. A student could be expelled for a period of 11 days up to an entire school year. The School Board and administrator will review all cases of expulsion and reserve the right to refuse re-enrollment to any child who has had a previous expulsion. All fees are non-refundable.

The following is a list of actions that will involve disciplinary action. This list is not all inclusive.

Alcohol/Drugs Using, possessing, selling, distributing or being under the influence of drugs or alcohol. A drug is defined as: any drug obtainable with or without a prescription that has been used in a dangerous manner to the health of the user. This also includes the use of any prescription drug by a person the drug is not intended for.

Disciplinary action ranging from: Suspension—Expulsion

Bullying/Harassment/Sexual Harassment This includes language or behavior, which insults, ridicules, or torments another person. This also includes an intentional serious threat by word or act.

Disciplinary action ranging from: Administrative Intervention—Expulsion

Closed Campus/Loitering Leaving the school campus during school hours without approved pre-arranged permission. Students may not loiter on the school campus after 3:15 PM Students involved with after school activities should report to the coach or supervisor in charge of the activity.

Disciplinary action ranging from: Administrative Intervention—Suspension

Defiance of Authority Refusal to follow the reasonable requests of school staff or designated authority.

Disciplinary action ranging from: Administrative Intervention—Expulsion

Disruptive Conduct Language or behavior which disrupts and/or interferes with the educational environment or process.

Disciplinary action ranging from: Administrative Intervention—Expulsion

Fighting A hostile physical encounter between two or more individuals.

Disciplinary action ranging from: Administrative Intervention—Expulsion

Forgery, Lying, Academic Integrity or Technology Misuse & Theft Writing or giving false or misleading information to school officials by forging parent's/guardian's or any other person's signature on any letter or other school document, cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own, any other misrepresentation of the truth and/or being in possession of things that don't belong to you.

Disciplinary action ranging from: Administrative Intervention—Suspension

Student Dress After teacher reminder has been given, inappropriate dress which violates the school dress code.

Disciplinary action ranging from: Administrative Intervention—Suspension

Weapons Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material, any look-a-like device, or substance which, under the circumstance in which is used, attempted to be used or threatens to be used, is readily capable of causing death or serious injury. Deadly weapons are defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Violation shall result in a referral to an appropriate law enforcement agency.

Disciplinary action ranging from: Suspension—Expulsion

Section 11: Special Programs and Other Information

A. Extra-Curricular Programs

Pilgrim offers a variety of school-related activities and special events that enhance student learning, provide a service to others and build self-esteem in the participants.

To be eligible for participation in extracurricular activities at Pilgrim a student must maintain report card grades of "C" or better in all subjects. Students who wish to apply for an exception due to academic or special circumstances may do so through the principal. Also, students may apply for reinstatement of eligibility through the principal once grades have improved.

Athletics Students in grades 3-8 have the opportunity to participate in extracurricular programs. Participation in athletics will require a payment of a fee for each sport. It is Pilgrim's hope that all children who wish to

participate in extracurricular activities at Pilgrim Lutheran Christian School may do so. However, the main purpose of school is to train the child spiritually and academically. Keeping this in mind, it is of primary importance that a child is successful in the classroom.

Christian sportsmanship and classroom behavior may also affect participation on an athletic team. An unsportsmanlike attitude, whether at practice or at games, will result in a one week suspension from the team. Any school suspension will also result in athletic suspension. A meeting is held at the end of the suspension to determine further athletic eligibility for the season.

Music: Students from Kindergarten through 8th grade sing in Sunday services at Pilgrim on various occasions. Special Christmas and Spring productions involve the students from Preschool through grade 8.

Eighth Grade Trip: Each spring, the 8th grade class takes a trip either locally or to Washington D.C. A middle school teacher along with 8th grade parents host the local trip. A Christian tour company hosts the Washington D.C. trip. The 8th graders and their families work together throughout the year on fundraisers to make this trip possible. In Washington D.C. the students tour educational sites and learn about the founding of our nation from a Christian perspective.

Scouting groups are organized each fall if sufficient interest from parents and students makes them possible. Groups meet after school.

Lego Robotics runs September - December, for grades 4-8, and typically meets after school.

Student Leadership meets throughout the school year to plan service projects, promote school events, and build leadership and school spirit in our middle school students.

Specialty Camps are offered when school is not in session and through the summer. Half and full-day sessions are available.

B. Volunteer Opportunities at Pilgrim! Time, Talent, and Treasure!

The efforts of our school volunteers make great use of the abundant talents available in our community. Parents lead classroom projects, enjoy social time as lunch volunteers, make the auction run smoothly, help in the library, and support the incredible special events made possible by the PTL.

Parental participation in the classroom helps the teacher by:

- providing more personal contact with students
- multiplying the teacher's time and effort
- helping individual students
- enriching the school's program with special skills and talents
- carrying out tasks which increase teacher effectiveness

Individual students are more motivated to learn, have increased self-esteem, and appreciate their school to a higher degree when they see their parents involved in supporting their school as a volunteer. Pilgrim Lutheran Christian School depends on parents (and other volunteers) to help with many tasks. Without this help, the programs would not be of the same high quality. We love our volunteers!

Service Hours/Volunteerism Families who document twenty-five (25) service hours to the school are eligible to receive a Volunteer Rebate. We ask that ten (10) of these hours be given to the school auction. In order to receive this rebate, all school accounts must be current as of the end of school, and documentation through the service log must be provided at the time of the request. **Written requests (Volunteer Rebate Request) must be submitted by June 20th of the school year for which you are requesting reimbursement.**

Background Checks and ID - All parent volunteers who work individually (out of the direct supervision of a teacher) with students will need to complete a background check once every two years. Pilgrim Lutheran Christian School requires all new family volunteers to complete a background check as well unless a person can provide a criminal background check that has been conducted within the prior year to their child's enrollment at Pilgrim Lutheran Christian School. All volunteers must wear a volunteer name identification tag while volunteering.

Pilgrim Parent-Teacher League (PTL) The PTL is comprised of all school parents and teachers and meets regularly during the school year for education, fellowship, and the support of school activities. The organization has several subcommittees to carry out supportive activities for the school. The PTL also assists the school through several fundraising activities. The PTL sponsors an annual Back to School Barbeque, Jogathon, Movie Night, Field Day, and Teachers' Appreciation Week, among many other events. Leaders are welcome.

Field Day A field day is held each spring which allows our children to participate in track and other outdoor physical activities with other Lutheran and/or Christian schools. Parent volunteers are needed for this event to be a success.

Auction Pilgrim Lutheran Christian School has an annual auction. This is the major fundraiser. Parent support and participation are vital for the success of the auction and, ultimately, the success of the school. Each family is asked to donate three items to the school auction and give at least 10 of their 25 volunteer hours to the auction. The donated items can be purchased or they can be solicited from a business.

School Clean-up In August the PTL sponsors a school clean-up day. All parents are encouraged to give service hours to help beautify and prepare the building for the start of a new school year. This is also a great way to get acquainted with other school families. The specific date for the clean-up day can be noted on the school calendar.

School Library Each year the library is expanded through donations from parents and friends as well as the school budget. Volunteer parents assist our librarian. Once a month students in grades 5-8 are also taken to the Beaverton Public Library, which is only blocks away from Pilgrim.

Donations Parents, friends, grandparents and congregational members assist the school through tax deductible donations of cash and equipment. A list of items that are needed is made available annually.

Art Literacy A volunteer parent (or parents) from each class leads students through monthly art activities, using a provided curriculum. A different artist is featured each month, and all supplies and instructions are provided.

Community Service Students in grades five through eight are encouraged to complete a minimum of nine hours of community service every trimester. Community service includes volunteer work done outside the school day for a church, school, nonprofit organization, or individual (not a relative). Forms to document this service are available from your child's teacher. Students who complete at least twelve hours of community service every trimester during the school year are recognized with a Praise Award.

C. Lunch Programs and Healthy Snacks

Milk Milk is available only for students through a government-subsidized program for full day students for an annual fee paid at the beginning of the school year. Milk is not automatically included with a student's hot lunch meal.

Snacks Students in preschool through eighth grade are given a break time in the morning (and afternoon for full-day Kindergarten) for a healthy snack. The snack is optional and is provided by the parents.

Lunch Program A hot lunch is served on Monday-Thursday. A nutritious, balanced and delicious lunch is served. Parent volunteers are necessary to make this a successful program. The cost of the lunch is communicated by the school prior to the start of the school year. Lunches can be ordered in advance. Late menu submissions and/or payments are subject to a late fee. If a student fails to bring a lunch and has not ordered a hot lunch for that day, he/she are served a lunch and his/her family are charged a "same day" hot lunch fee that is over and above the normal hot lunch amount. At the beginning of the school year, the school office will communicate with families the hot lunch fee and same day hot lunch fee.

On Fridays, volunteer parents serve lunch. The profit of these lunches is used to help defray the expenses of the L.E.S.T. (Lutheran Elementary School Tournament) and other middle school activities.

D. Special Events

Welcome Back Barbecue - As the school year starts, our PTL plans a community building "Back to School Barbeque" for all new and returning families.

Back to School Night for Parents This is an evening event held in September for parents. Parents are given an opportunity to meet the teachers and visit the classrooms. This is also a time to learn about plans for the upcoming year and opportunities to volunteer.

Chapel Please join us for our special worship services that begin and end the school year. All parents and family members are also welcome at our chapel services at 8:15 each Wednesday morning. Giving back is a critical part of recognizing the vast undeserved gifts God has given us. Special offering projects provide opportunities for students to support outreach ministries locally and in distant places. Children are encouraged to bring weekly offerings of their own. Our offerings have helped to build buildings, buy animals, relieve disaster victims, and help needy families.

National Lutheran Schools Week A full week of special days and themes in January call attention to our identity with other Lutheran schools across the country.

Christmas Programs Programs and/or concerts will help prepare the celebration of Christ's birth. All students in Preschool through eighth grade will participate in a Christmas service.

Spring Musical Programs In alternate years, grades 1-4 and 5-8 will present an end-of-the-year musical. Preschool and kindergarten will also have a program at the end of the school year..

Curricular Fair The following academic areas are featured on a planned basis: science, literature, social studies, math and art. Participation and grades received are part of the school curriculum and grading criteria.

L.E.S.T. The annual Lutheran Elementary Schools Tournament at Concordia University brings students from Pilgrim and other Lutheran schools throughout the Northwest together for athletic, academic, and artistic events. This event runs Thursday-Saturday of President's Day weekend. While there are no classes scheduled for our younger students, these days count as school days for our 5th to 8th graders, who need to be supervised by their parents throughout their time at the tournament. Attendance is taken.

L.E.S.T. is also a time for the entire school to support the children of our school, cheer them on, and build school spirit. Competition includes basketball, chess, math, science, knowledge bowl, writing, swimming, spelling, art, music, drama, cheerleading, choral and dance/drill teams.

Eighth Grade Graduation The 7th grade parents are in charge of planning, setting up and cleaning up for 8th grade graduation. A Valedictorian and Salutatorian are selected at graduation. The criterion is as follows:

1. The top two academic students are acknowledged at the graduation ceremony.
2. Selection is based on the student's grade point average over their middle school years (6th-8th grade). The final grade used is the last trimester midterm grade.
3. In the event of a tie, there could be more than one Valedictorian and/or Salutatorian.

Praise Awards This event recognizes the participation and special accomplishments of the students in grades 5-8.

E. Other Information

Bibles The ESV translation is used in the classrooms. It becomes very confusing when children are reading Scripture from several different translations. The materials used for our religion classes also use the ESV. All children in second grade are given a Bible on Education Sunday.

Media The school owns a variety of hardware and software which supplements and enhances the curriculum. Movies/videos used at Pilgrim Lutheran Christian School are rated "G". If for some reason a teacher feels there is educational benefit in viewing all or a portion of a "PG" rated movie/video, the teacher will inform parents in advance and in writing, giving the parents the option for their child to not view the movie/video.

Yearbook An annual yearbook of photographs is available for purchase. The yearbook is distributed the following fall. We welcome photographs contributed by families.

School Pictures School pictures are taken by a commercial photographer in the fall. Parents order picture packages in advance.

Having a Party? The school strongly recommends that if your son or daughter is going to have a party that you give consideration to the feelings of all children in the class. If your child cannot invite all of the students in that room, the invitations should be mailed. **The school does not permit party invitations to be handed out at school if they exclude members of the class.**

Halloween Many traditional activities associated with the celebration of Halloween, such as the fantasy of wearing a costume, the carving of jack-o-lanterns, and exploring the "scary" or "creepy" animals of the night are not inherently evil and can be enjoyed by Christian people. These activities may also be a point of education about Christ's rule over the world. We also respect that in many matters of life and faith, Christian people will have varying sensitivities. Paul says in Romans 14 that a person must judge for himself that he may do all things

to the glory of God. Families must decide their level of sensitivity and consequently their own participation in particular Halloween activities.

Praying for the School Parents meet regularly to pray for the children, teachers and friends of the school. Participation is open to all.

Parking Lot Procedures It is necessary to follow the parking lot procedures as outlined. Drivers are asked to move their vehicles if they are parked in an unsafe manner or in such a way that impedes the flow of traffic. Parking lot procedures are available on the back of this handbook.

Telephone Usage Children are not allowed to use the telephone without teacher and/or administrative assistant's permission to do so. Cell phones are not to be used during the school day or in the school building unless given specific permission by a coach or teacher after school hours. .

Change of Information Changes of address, telephone number or other pertinent information should be reported to the school office so that school records can be kept up-to-date.

TRAFFIC FLOW/RULES FOR STUDENT PICK-UP AT PILGRIM LUTHERAN SCHOOL

- Cars should enter at the east entrance to the parking lot.
- 6th - 8th grade parents should take an immediate left and proceed toward the school for student pick-up at the 6th - 8th grade loading zone.
- K - 5th grade parents should continue to the far north end of the school parking lot, take a left turn, and proceed toward the student loading zones located by the school.
- If a student in K - 5th grade is not ready for pick-up, the parent should take an immediate left turn and circle around to try for pick-up again. Do not stop and wait for a student who is not ready since this causes all traffic behind you to wait as well. K - 2nd grade students will be dismissed on the crosswalk area. Once a student is safely picked up, please slowly continue straight toward the exit, leaving the parking lot.
- Parents need to stay in their vehicle while picking up students. If parents need to leave their vehicle, they should park their vehicle in a designated parking space.
- Once dismissed to parents, students must stay with their parents directly under parental supervision.
- It is important for parents who are standing by the school not to block the path of students moving through the loading zones or impede the vision of the teachers.
- Dogs and other pets can be a distraction for students. For this reason, dogs and other pets are not allowed in the parking lot area while students are being picked up or dropped off. The only exception to this is a service animal who is "on-duty".
- All parents must drive SLOWLY and SAFELY through the parking lot, remembering the importance of SAFETY. Please be PATIENT and CONSIDERATE of others. Please CHEERFULLY respond if a teacher or the principal gives you instructions.

THANK YOU!

