

# P I L G R I M L U T H E R A N S C H O O L

*Recognized by the Illinois State Board of Education  
and Accredited by the Evangelical Lutheran Education Association*



## HANDBOOK FOR PARENTS

*Updated 7/28/10*

Pilgrim Lutheran School serves the entire community. We admit students of any race, color, or national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational and employment policies and athletic or other school administered programs.

[pilgrimchurchandschool.org](http://pilgrimchurchandschool.org)

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## TO PARENTS AND MEMBERS

**The purpose of this handbook** is to inform you about the program of Christian education offered by Pilgrim Lutheran Church in its Christian school, and is intended to help you gain a better understanding of the policies and practices of Pilgrim Lutheran School.

**Christian Worship:** You are invited to attend Sunday worship services, held at 8:00 and 10:30 AM. In the summer season (Memorial Day to Labor Day), one service is held at 9:30 AM. More information about Pilgrim Lutheran Church can be found on the web page [here](#). If you are interested in church membership, please contact Pastor Karl Redelsheimer in the church office at 773 477 4824, via email at [pastorkarl@pilgrimchurchandschool.org](mailto:pastorkarl@pilgrimchurchandschool.org), or via the web page contact link [here](#).

## WHAT WE BELIEVE ABOUT CHRISTIAN EDUCATION

*Adopted 11/18/2003*

We believe that Christian education is a vital aspect of God's mission, commanded by God to the community of believers through the Great Commission (Matthew 28: 19, 20).

We believe that a Christian educator's commitment is to provide a complete education for all students by meeting their individual spiritual, social, emotional, mental, and physical needs and enabling them to reach their full potential.

We believe that the purpose for Christian education is to teach the Christian faith through instruction in God's Word and to provide experiences in living a life of discipleship.

We believe that God's people need to grow in relationship to God and to others.

We believe that God's people have been freed from the power of sin and empowered to grow in relationship to God and to others solely by Jesus' suffering, death, and resurrection.

We believe that effective education is carried on through quality and practical learning programs that relate the Christian faith to every aspect of life.

We believe that the uniqueness of Christian education rests in this:

Christian education views the pupil through the cross of Christ.

Christian education is powered by the Spirit for accomplishing its purposes.

We believe that the Lutheran school's uniqueness lies in:

Bringing quality Christian education to families in the general community,

Providing adequate time for Christian instruction,

Bringing children into contact with professional teachers who are Christians,

Meeting the learner's educational needs in a single school setting,  
Nurturing a strong relationship between the church and school families,

Reaching out to the community, bringing it the Good News of salvation through Jesus Christ.

We believe that a Christian education program built on a philosophy flowing from a distinct Lutheran theology must also determine the precise objectives of its curriculum on the basis of the physical, social, and spiritual forces and needs of the local, national, and world communities and in the light of present knowledge of childhood growth and development.

## OUR OBJECTIVES

### **Mission Statement**

The mission of Pilgrim Lutheran School is to provide a high quality education within a nurturing Christian community so that each student will make positive contributions as a courageous and active member of society.

### **Principle I      Commitment to the Lord**

We believe that Christian education is a vital aspect of God's mission, commanded by God to the community of believers through the Great Commission (Matthew 28: 19, 20). We believe our faith in Jesus Christ and the power of the Holy Spirit moves us to serve others as Christ has served us.

In fulfillment of the obligation to Christian education, Pilgrim Lutheran will:

- Nurture a relationship between the church and school families,
- Provide Christian instruction,
- Present a daily living model of the Christian faith.

### **Principle II      Commitment to the Student**

We believe that our Christian commitment is to provide a complete education for all students meeting their individual spiritual, social, emotional, mental, and physical needs and enabling them to reach their full potential.

In fulfillment of the obligation to the students, Pilgrim Lutheran will:

- Treat students fairly and honestly and with dignity, compassion and respect,
- Encourage students to learn independently,
- Present subject matter clearly, without suppression or distortion,
- Make reasonable efforts to protect students from conditions harmful to learning or to health and safety,
- Respect student privacy and confidentiality,
- Evaluate students based upon the students' demonstrated competencies and performance,
- Not discriminate on the basis of race, color, creed, sex, national origin, political or religious, family, social, cultural background or sexual orientation.

### **Principle III      Commitment to the Families and Community**

We believe Pilgrim Lutheran is to collaborate with parents, guardians and members of the community to extend the ministry to the whole child, their family, and the community.

In fulfillment of the obligation to families, Pilgrim Lutheran will:

- Show respect for parental authority and choice in decisions regarding students,
- Keep parents and students informed of student progress,
- Keep families and the community informed of major functions in the school and church,
- Except where prohibited by law, respect family privacy and confidentiality,
- Advocate for the fair opportunity for all children and their families,
- Recognize how cultural and linguistic heritage, gender, family, community and faith shape experience and learning.

### **Principle IV      Commitment to the Profession**

We believe Pilgrim Lutheran educators are committed to the Lutheran school teaching profession and are dedicated to upholding professional standards.

In fulfillment of the obligation to the profession, the Pilgrim Lutheran educators will:

- See themselves as life-long learners, not finished products, both professionally and spiritually,
- Keep abreast of best practices and research in education,
- Support, respect, and cooperate with their fellow educators,
- Promote a spirit of unity with the entire school/church community,
- Provide accurate credentials and information regarding licensure and employment,
- Collaborate with colleagues, community resources and other professionals in the interest of student learning and support.

# ORGANIZATIONAL STRUCTURE AND CONTROL

*Revised 1/21/2007*

Pilgrim Lutheran School is operated by Pilgrim Lutheran Church as a part of its ministry to the community. It does not exist as an independent organization, but as one of the important parts of the overall parish program.

It is necessary to understand the organization of Pilgrim Lutheran Church in order to understand how the school is controlled and operated. Ultimate authority for the congregation resides in the voters assembly made up of confirmed members who have signed the Constitution. This body has one regularly scheduled meeting each year with additional meetings called as needed. Most of the work of the congregation is carried out by the Church Council. This body is composed of the pastor(s), the president, vice-president, administrator, treasurer, principal, and secretary of the congregation plus five members elected at-large. The Church Council appoints from its membership a fundraising coordinator, and appoints board liaisons for each congregational board. Boards are assigned various areas of responsibility within the parish and include the Youth and Education, Worship, School, Administration, Parish Life, and Property Boards.

The line of responsibility at Pilgrim Lutheran School is the following: Congregational Assembly and Church Pastor ⇒ Church Council ⇒ School Board ⇒ Principal ⇒ Faculty (includes Assistant Principal who is responsible for the school program and facility in the absence of the Principal) ⇒ School Staff. The pastor serves as the spiritual leader for the parish and school and is available to provide counsel and support for students, parents, and staff.

## **The School Board**

The School Board is assigned responsibility for the school. This Board formulates and approves school policy and in some instances (e.g., budget, call of new staff member) recommends policy to the Church Council or Voters Assembly for approval. Policies are carried out by the Principal and teachers. The board elects a Chairperson from its membership. Membership is composed of board-appointed Athletic Director, Church-School Liaison, and At Large Members, current PTL Chairperson, Faculty Representative (rotating basis), and Principal. The Board meets the third Tuesday of each month (August through May) at 7:30 PM and meetings are open to the Pilgrim community. Parents are encouraged to give input to the Board by contacting individual members, submitting suggestions and concerns in written form through the school office, and/or attending Board meetings. The School Board's web page can be found [here](#).

## The School Board Covenant of Conduct

*Revised 12/18/07*

In order for the school and Board of Childhood Education to deal effectively with issues in the school, the following Covenant of Conduct has been adopted:

All members of the Pilgrim community affirm our right to express our concerns about the life and ministry of Pilgrim School, and are invited to share these concerns directly with the pastor, principal, staff, School Board, and Congregational Council. When an individual expresses a concern to a member of the Board of Childhood Education, he/she shall be invited to present his/her thoughts to the Board and be informed of the date and time of the next meeting. If the individual cannot or does not wish to appear to the Board in person, the board member can serve as proxy or refer the individual to another board member to serve as proxy. In either event, the individual must agree to the use of his/her name in the report, as the board does not discuss anonymous comments. The Board will also address written concerns provided they are signed. Each concern shall be placed on the agenda and written in the minutes along with the action taken by the board.

If the individual presents information about the possibility of harm to a child, family, or the school community, the board member shall report that information immediately and confidentially to the principal, pastor and/or board chair.

### **Parent - Teacher League (PTL)**

The Parent Teacher League is an organization that provides valuable support for the school. Officers work closely with the Pastor, Principal, and teachers to provide the most wholesome Christian atmosphere and program possible, and the PTL Chairperson has a permanent position on the School Board. The PTL has authority over what it does as an organization, but authority over the school resides with the School Board, Church Council, and Voters Assembly.

The PTL publishes the annual [PTL Calendar](#) and hosts a variety of events during the school year. Additional information about the PTL can be found on the school's webpage [here](#).

### **School Development Committee**

The School Development Committee's goals are to generate funds to benefit the school, utilize the talent of the Pilgrim community, and operate within the policies and purposes of Pilgrim Lutheran Church and School. Its responsibilities are to evaluate and implement new ideas for school fundraisers, to support and oversee the work of the auction committee, to support work teams and team leaders of individual fundraisers, to create and oversee an alumni association and grant writing program, to plan and implement an annual tuition assistance campaign to fund scholarship and teacher aide programs, to submit school fundraising activities via the Church Council Fundraising Chair to the Church Council for approval, to coordinate the fundraising calendar with the Church Council Fundraising Chair, and to publicize its work.

### **Financial Structure**

Pilgrim Lutheran Church and School is structured financially so that the school is part of the total parish program. The parish operates with a unified budget that covers the operation of the school. The parish sees the school as an important part of its mission to spread the good news of salvation through Jesus Christ and invests considerable money and resources in it.

## **OPEN VIEWING & CHILD PROTECTION POLICIES**

### **Open Viewing Policy/Parent Education**

Pilgrim has an "Open Viewing Policy" regarding written curriculum, school accreditation documents, seven year school improvement plan, strategic plan, and similar materials. Parents are invited to review these materials, ask questions, and become better informed about any or all aspects of the school. If you are interested in reviewing any of these documents, contact your child's teacher or the principal.

### **Child Protection Policy**

*Adopted 8/23/05*

It is the intent and goal of the members and staff of Pilgrim Lutheran Church and School to provide a safe, secure, protected, and caring environment for all children and students entrusted to our care. Pilgrim Lutheran Church and

School has developed the following procedures and guidelines to enhance a safe and secure environment for the protection of all children, students, employees and volunteers.

- A) Child abuse is defined as verbal, physical, emotional, or sexual abuse of a child under the age of eighteen or whose mental capacity is that of a minor.
- B) This policy shall apply to all current and future employees and volunteers of Pilgrim Lutheran Church and School who will have the responsibility of supervising the activities of children and students in any way.
- C) Employees and volunteers of Pilgrim Lutheran Church and School are to be aware of and follow these guidelines:
  - 1. An employee or volunteer is not to remain alone with any student who is not their child in a private area, which is defined as an area in which the occupants cannot be seen by others.
  - 2. When an employee or volunteer meets with a child or group of children, meeting is to be held in a public traffic area, an area that is monitored by a second adult, or an area that is visible to others through a window or open door.
  - 3. Employees and volunteers who are discovered to spend a considerable amount of time during non-school hours with children who are not their own may be subject to appropriate investigation and action by the principal, pastor, and/or other supervisory personnel.
  - 4. Employees and volunteers are to limit their physical contact with children and be aware that physical contact may be misinterpreted.
  - 5. Sexual abuse awareness is to be included in the curriculum at all grade levels. Students are encouraged to report any suspected abuse to the principal, pastor, teacher, or a parent.
  - 6. Parents, volunteers, and employees are encouraged to report suspected abuse or questionable behavior to the principal, pastor, or a teacher. All such reports will be investigated properly and thoroughly. Parents, volunteers, and employees are to keep reports of suspected abuse confidential to protect the privacy of the individuals involved and to eliminate the potential for the spread of incorrect or misleading information.
  - 7. Employees of Pilgrim Lutheran Church and School are required by state law to report suspected cases of child abuse, either physical, sexual, or emotional, to the Illinois Department of Children and Family Services at (800) 25-ABUSE or (217) 524-2606.
- D) A criminal background check will be conducted for all employees at or before time of employment. A criminal background check will be conducted for all school volunteers who are not members of the Pilgrim Lutheran Church congregation or current/previous school parents at or before time of assignment. A check of the Illinois State Sex Offender Registry (<http://www.isp.state.il.us/sor/>) is made for all employees and volunteers of Pilgrim Lutheran Church and School. Some employee and volunteer positions may require additional references and/or background checks.

- E) No individual with a criminal record that implies the possibility of improper conduct with a child or children or who is found to be a registered sex offender may be employed by Pilgrim Lutheran Church and School or serve as a volunteer for any church or school programs.
- F) All employees and volunteers of Pilgrim Lutheran Church and School are required to submit a signed copy of the Child Protection Policy to the school office as verification and proof that they have knowledge and understanding of the policy.

## SCHOOL DAY

### School Hours and Dismissal

**For students in 1st - 8th grade:** School doors open at 8:30 AM and school begins at 8:35 AM. Students are to be in their rooms ready for the day’s activity at 8:35 AM.

**For students in Preschool and Kindergarten:** School doors open at 8:40 AM and school begins at 8:45 AM. Students are to be in their rooms ready for the day’s activity at 8:45 AM. Students in Preschool and Kindergarten who are the younger siblings of students in 1st - 8th grade may enter the building at 8:30 AM. Children who attend 3-4 year-old afternoon preschool arrive at 12:30 PM.

GRADE LEVEL	DISMISSAL TIME
Early Childhood morning	11:45 AM
Early Childhood afternoon	2:45 PM
First, Second, Third Grade	2:55 PM
Fourth, Fifth, Sixth Grade	3:00 PM
Seventh and Eighth Grade	2:50 PM

Students are not allowed inside the building prior to 8:30 AM with the following exceptions:

1. Safety patrol members may enter to get patrol belts or rain gear.
2. Teachers or office managers may have students enter early to assist in the classroom, be tutored, etc. when the teacher or office manager directly supervises these students.
3. In extreme cold and severe thunderstorms only, children can wait inside door.

### Earlybird Program

Students may arrive as early as 7:15 AM for Earlybirds, a program that provides safe and positive supervision in the basement auditorium before school to accommodate family work or transportation schedules. Families pay a nomi-

nal fee on an annual or occasional use basis. Forms for enrollment are a part of the annual registration packet due August 1 and can also be found in the school office.

### **Pilgrim After School (PAS)**

The Pilgrim After School Program (PAS) is available from 3:00 - 6:00 PM for children enrolled at Pilgrim. Monthly or daily tuition is assessed depending on use, and students can attend PAS on a drop-in basis. The PAS program provides a healthy snack and a variety of after-school activities including learning centers, games, art, group and quiet time, gym/outdoor time, and various clubs. A quiet area is set aside for children who wish to do homework. Details about the program are provided in the PAS handbook.

### **Safety Patrol**

Under the direction of the principal, the safety patrol covers the front and back of school in the morning, and the alley, front sidewalk, and corner of Cullom and Winchester in the afternoon. A crossing guard supplied by the City of Chicago covers the intersection of Damen and Cullom from 8:20 - 8:45 AM and from 2:55 - 3:05 PM.

### **Late Student Pick-up**

*Adopted 4/20/99*

Children are not permitted to wait for pick up in front of the school or in the general neighborhood after 3:10 PM. Children who are not picked up by 3:10 PM (3:00 PM for preschool and Kindergarten) are enrolled in PAS and can be picked up anytime before 6:00 PM. PAS daily fee is assessed and is payable in the office.

Children who are not picked up within five minutes of the dismissal time of an after school enrichment class are enrolled in PAS as described above.

Morning preschool and kindergarten students: Children who are not picked up by 12:00 noon must wait in the school office until they are picked up. The parent will be charged a late pick-up fee of \$1.00 per minute for each of the first ten minutes, and \$10.00 per hour for any time beyond the first ten minutes. If extenuating circumstances occur, request for waiver of fee may be made in writing to the principal.

### **Absence**

Parents are to notify the school office at 773 477 4824 between 8:20 and 8:45 AM if their child will be late or absent.

### **Tardy**

*Adopted 5-21-02*

Students are expected to be in the classroom by 8:35 AM. If a student arrives in the classroom after 8:35 AM, a tardy notice is mailed to the parent. Unless written request for an excused tardy is forwarded to the school office and approved by the principal, the tardy is recorded on the student's next progress report and becomes a part of his or her school attendance record. Written requests are approved if tardy is due to circumstances beyond the control of the student and/or parent.

### **School Closing**

School closing is announced via email, the local media and <http://www.emergencyclosingcenter.com/complete.html> by 7:00 AM. If school is closed, all after school activities are cancelled.

## **Evacuation and Relocation, Crisis Management**

*Adopted 4/16/02, 8/19/97*

A Crisis Management Plan for handling emergency situations (tornado, fire, serious injury) is on file in the school office. Copies are available upon request. Fire drills are held monthly in conjunction with the Chicago Fire Department.

In the event classrooms are evacuated, the interior relocation point is the basement auditorium. In the event the entire building is evacuated, relocation points are 4332 N. Winchester (parsonage) and 4320 N. Winchester (home of the Principal). These sites also serve as alternate communications centers.

# SCHOOL FACILITIES

## **Main Facility**

The school building is made up of six classrooms, a library, the school office, an early childhood education (pre-school) room, restrooms, auditorium, play-lot (behind the school), technology center, a special education resource room (above church office), and access to the church. A play-deck with physical education equipment for primary grades is adjacent to the preschool room. The City of Chicago has granted Pilgrim permission to block off Cullom Avenue between the alley and Winchester to provide additional space.

The building is heated with gas and protected by a sprinkler and fire alarm system.

## **Rumsfeld Memorial Library**

The library is under the supervision of the library chairperson appointed by the School Board. Weekly library periods are regularly scheduled for morning preschool through grade eight. Each student is given a personal library card which is to be presented when checking out books, and students are expected to honor the return date printed on checkout card inside book. Parents are responsible for the replacement cost of unreturned books.

## **Parent Responsibility for Property**

The church and school building and all books and equipment are the property of the entire membership of Pilgrim Lutheran Church. Parents will be charged the cost of repair or replacement of any willful or accidental damage to property caused by their child.

## **Security**

Students are not to open school doors to admit parents, visitors, etc. Please co-operate with this policy for purposes of security and inform the principal when a student forgets to follow this policy.

## **Asbestos**

Pilgrim is in compliance with government regulations regarding asbestos. The required asbestos inspection has been completed and our asbestos management plan has been filed with the Illinois Department of Health. A copy is available in the school office for review. These procedures assure safety from the dangers of asbestos for all who use our facility.

# ACADEMICS

## Classrooms, Shared Time Classrooms

In the majority of classrooms, one teacher stays with the classroom for the entire school day. Some classrooms have a morning and an afternoon teacher. Talented teachers are thereby given the opportunity to use their gifts in the classroom part of the day and still have time for their own growing families or other pursuits. This arrangement has enabled Pilgrim to retain the services of a number of outstanding teachers.

## Academic Departments

Pilgrim implements limited academic departmentalization in certain subject areas (i.e. Spanish) that benefit from instructors who have had specialized training in those subjects.

## Grade Level Structure, Maximum Class Size

*Revised 3/19/02*

Classes are combined as follows to provide the stated maximum class sizes. The number in parenthesis provides for enrollment of one additional student at principal's discretion. Numbers in parenthesis include the reserved positions.

CLASSROOM	*MAXIMUM ENROLLMENT
3 and 4 year-old afternoon	12
4 and 5 year-old afternoon	18 (19)
Preschool	15 (16)
Kindergarten	20 (21)
First and Second Grade	27 (28)
Second and Third Grade	27 (28)
Fourth and Fifth Grade	27 (28)
Fifth and Sixth Grade	27 (28)
Seventh and Eighth Grade	27 (28)

\*Eligible children of staff members are accepted for enrollment even if limit on maximum enrollment has been reached.

## **Second and Fifth Grade Split**

Pilgrim splits the 2nd and 5th grade classes into two groups to create grade-and-a-half combinations. This creates four classrooms for the 1st - 6th grade: one for 1st/2nd, one for 2nd/3rd, one for 4th/5th, and one for 5th/6th. 'Splitting' the 2nd and 5th grade classes has enabled the school to make full use of all available classrooms. 2nd and 5th grade children who represent a variety of levels of social, physical, and intellectual development are placed into each classroom 'split' per policy guidelines, and normally siblings are placed in separate classrooms. We do not have "faster students" in one combination and "slower students" in the other, but a variety of children with a variety of gifts in each combination.

Children in the two primary classrooms (1st/2nd and 2nd/3rd) divide into three groups (1st grade, 2nd grade, and 3rd grade) to study reading and math. Three groups of students rather than two provides more individual attention to students in these key curricular areas. Likewise, the 4th/5th and 5th/6th classrooms are split into their three grade level groups (4th grade, 5th grade, 6th grade) to study math. Students in 7th and 8th grade who have attained a very high level of proficiency in math as evidenced by test scores have the option to study algebra/geometry at the high school level.

The directive of the School Board states that consistency in following maximum class size requirements is expected in regard to acceptance of new applicants, but that no pupil will be asked to leave Pilgrim in order to reduce class size.

## **Curriculum**

The curriculum of Pilgrim Lutheran School includes religion (Christian Studies), mathematics, communication (grammar, spelling, oral expression, handwriting), reading (vocabulary, phonics, literature), Spanish, science, social science, art, music, technology, and physical education. The complete written curriculum is available for parent review per the [Open Viewing Policy](#).

All students participate in the religion (Christian Studies) curriculum.

The curriculum includes the following activities:

1. **Choir:** Choirs are organized by the parish choir directors. Students in 1st-3rd grade sing with the Gospel Kids, those in 4th and 5th sing with the Silver Singers, and students in 6th-8th grade sing with the God Squad.
2. **Athletic Teams:** Our school participates in a variety of athletic activities with other grammar schools in the Lutheran School League. See section on [Athletic Program](#) for further information.
3. **Band:** Students in 4th-8th grade are eligible to participate in an instrumental band program under the auspices of Luther High School North. Students are assessed a semester tuition charge for lessons taught at Pilgrim during the class day.

## Homework and related areas

*Adopted 9-18-07*

Pilgrim teachers have the goal of providing meaningful homework for each student within the following time parameters:

GRADE LEVEL	OPTIMUM HOMEWORK PER NIGHT	ACCEPTABLE RANGE PER NIGHT
First Grade	15 minutes	15-20 minutes
Second Grade	20 minutes	20-30 minutes
Third Grade	30 minutes	25-45 minutes
Fourth - Sixth Grade	45 minutes	30-60 minutes
Seventh and Eighth Grade	60 minutes	45-75 minutes

Some children thrive doing either more or less homework than the norm. If your child is becoming frustrated with school and learning because he or she is spending too much time on homework, inform your child's teacher so you can make a homework plan together.

### Parent Homework Monitoring

Pilgrim encourages parents to be involved in monitoring their child's homework. Research has demonstrated that when parents monitor homework, their child is more likely to be successful in school. Teachers in 4th-8th grade place daily assignments in a class assignment binder and on the classroom website for review by parents and students. Parents are encouraged to review graded papers that are sent home with students. Parents and/or students may contact the teacher for a progress report (other than the standard report card) at any time during the semester. Parents are advised to initiate such contact in circumstances where a student has a history of academic difficulties. Teachers are always willing to provide information on a child's progress, but the responsibility to initiate this process falls upon the parent and student, not the teacher. The goal is to help the student learn to be responsible for his or her work rather than be dependent upon repeated teacher reminders. This is essential preparation for high school and college academics.

### Homework Guidelines and Procedures

Assignments not completed in class are to be completed at home and submitted on time.

Credit is not given for late assignments; exceptions are made at the discretion of the teacher.

When a student is absent from school, deadline for submission of missed assignments is the day following the day student returns to school. Students are encouraged to complete assignments at home on the day they are absent. Assignments for 4th-8th grade are posted on the classroom website and in the classroom assignment binder. Teachers in the Early Childhood, Preschool, Kindergarten, and 1st, 2nd, and 3rd grade have varying methods for providing this information. If the absence is extended, the deadline for submission of homework may be extended.

Teachers in 4th-8th grade determine grades for quarterly progress reports on the basis of Daily Work, Tests and Quizzes, and Effort and Participation.

The following percentage standard is used for grading tests and quizzes. Teachers may use a “curve” to replace this standard when appropriate.

PERCENTAGE	GRADE
93 - 100%	A
85 - 92%	B
75 - 84%	C
68 - 74%	D
Below 68%	F

### **Evaluation and Parent-Teacher Conferences**

Frequent formal and informal evaluation of the individual student is necessary to meet the changing educational needs of the child. Parents are informed of student progress through written reports and Parent-Teacher conferences. Observations and evaluations are issued for Preschool, Kindergarten, and 1st-3rd grade at the middle and at the end of the school year. Report cards are issued for 4th-8th grade at the end of each quarter.

Parent-Teacher conferences are scheduled annually in October and March. Parents are required to attend scheduled conferences. Parents are responsible for rescheduling missed conferences at a time convenient to the teacher. Written observations and evaluations are not issued until the conference is attended.

### **Achievement Testing**

Achievement tests are administered late winter or Spring to students in 3rd, 4th, 6th, 7th, and 8th grade. Students in Kindergarten, 1st, 2nd, and 5th grades are not tested as recommended by the ELEA ([Evangelical Lutheran Education Association](http://www.eleanational.org) at [www.eleanational.org](http://www.eleanational.org)) accreditation team. School Ability tests are administered in the Spring of each year to students 1st, 4th, and 7th grades.

### **Records and Records Transferring**

Two records are kept in the school office for each student. The first is the master record file and contains medical records, emergency care medical authorization form, application for enrollment, and parent’s names, address(es) and occupations. The second file contains copies of report cards, achievement test scores, and results of diagnostic testing. Parents may make an appointment to review their child’s files by contacting the school office.

Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. After these records are transferred, a file including a copy of the transfer form, a copy of medical records, and a copy of academic records is moved to the permanent file and kept for sixty years. Special education records may only be given to the parent for hand delivery to another school and cannot be transferred by the school.

### **Special Education**

Pilgrim Lutheran School’s Special Education program focuses on the needs of children with mild to moderate learning disabilities. Students work in the special education resource room under the direction of a special education

teacher, or they are assisted in the classroom by the special education teacher with assistance limited to a maximum of two periods per day. Pilgrim students enrolled in special education pay a nominal monthly tuition. Major funding for the Special Education program is provided by the Chicagoland Lutheran Educational Foundation ([CLEF](http://www.goodnewsfund.org) at [www.goodnewsfund.org](http://www.goodnewsfund.org)). Parents are responsible for paying fees for testing.

## **Retention**

*Adopted 2-19-02*

Decision to promote students is based on successful completion of curriculum, attendance, and classroom performance. Retention decisions shall be made in the best interests of students after a careful evaluation of all factors and in consultation with the parent(s)/guardian(s). Students receiving special education and related services through Individual Education Plans (IEP) or individual accommodations plans shall be assessed in accordance with the provisions of those individualized plans.

## **Field Trips**

Trips are made to places of interest which have educational value. They are considered part of the educational program and all students are typically required to participate. Parents are notified of the date, place, cost, and means of transportation (charter bus, CTA) for each trip by a field trip permission form that is to be signed and returned.

Neighborhood walking trips are covered by the permission form signed at registration. The teacher will determine how many supervisors (normally parent volunteers) are needed based on the age and maturity of students, the means of transportation, and the nature of the field trip. If the number of supervisors is inadequate, the trip will be postponed or cancelled. Parent supervisors may not take children out of other classes to go along on field trips. Unless specified by the teacher, children are not allowed to purchase food, beverages, and souvenirs during field trips. Parent supervisors are also cautioned not to purchase such items for children in their groups in order to eliminate hurt feelings for those children who are not included.

## **Student Teachers**

Student teachers from nearby educational institutions are involved in our classrooms as they are available and as they fit into the school's programs.

## **Technology**

Computers are used in the instructional program. The school computers are networked with integrated communications software. A technology center and classroom computers provide students and staff with internet access via DSL lines. An Acceptable Use Policy provides guidelines for appropriate use of the internet and related technology and is signed and returned with the annual registration packet due August 1. Copies are available in the office.

## **Videos**

*Adopted 4/21/98*

A variety of educational videos are used as part of the curriculum. Occasionally videos that are primarily designed to entertain are used during the lunch period or for parties or other special occasions. Policy prohibits use of videos rated other than *G* for Preschool-3rd grade. While some videos other than *G* may be appropriate for use in 4th-8th grade, discretion is used to assure that content is appropriate.

## **Animals**

Animals may be kept in the classroom for science or other projects. Parents are asked to contact the teacher if this creates a problem for a child with allergies, in which case the animal(s) will be removed from the classroom.

## REGISTRATION / ENROLLMENT, TUITION / FEES

### Application

To apply to Pilgrim Lutheran School, complete and submit an application form for review (downloadable from school's web page [here](#)) along with a \$35 application fee (waived for second child). Attach a copy of your child's birth certificate if the application is for Preschool or Kindergarten. Students transferring to Pilgrim from another school must include copies of their most recent report card and achievement test scores. Payment of the first month's tuition is required to reserve student placement; due date for this payment is indicated in the acceptance letter.

### Enrollment

Pilgrim Lutheran School serves the entire community. We admit students of any race, color, or national and ethnic origin. Children are admitted who would benefit from the educational experience offered at Pilgrim. Applications may be declined when past records and/or references indicate the child has a significant learning or behavior problem. Parents are encouraged not to apply when it is evident that they are not accepting of the philosophy of Christian education upon which the school is founded.

When enrollment is full for a particular grade level, an application may be accepted and the child's name placed on a waiting list. Parents will be notified if and when an opening becomes available; a great number of students have enrolled at Pilgrim through the waiting list.

Our student body is composed of non-member and member families. In recent years, approximately 25% of our families have been member and 75% non-member. Members of Pilgrim congregation have first preference for enrollment of an eligible child when openings exist. Non-members are invited to enroll eligible children when additional openings exist.

### Enrollment for Preschool and Kindergarten Morning and Afternoon Programs

Children who will be four years old on or before September 1 are eligible for the four year old Preschool program. Children who will be five years old on or before September 1 are eligible for Kindergarten. No exceptions may be made for the Kindergarten age requirement.

Preschool and Kindergarten students may be enrolled for morning only (8:45 – 11:45 AM) or for morning and afternoon (8:45 AM – 2:45 PM) programs with the option of staying three instead of five afternoons. See the Handbook of Early Childhood Education Programs for additional information about Preschool and Kindergarten at Pilgrim.

### Registration

Registration forms are mailed to each family annually in the early summer. All completed forms are due in the school office by August 1. A late registration fee of \$25.00 is charged for forms postmarked after August 1, \$50.00 for forms postmarked after August 7, and \$100.00 for forms postmarked after August 31.

Registration includes payment of first month's tuition and applicable fees. In addition, approximately twenty forms must be completed and submitted. Among these forms are:

**Proof of Dental Examination:** This form must be completed and returned by October 1 for students entering Kindergarten, 2nd grade, and 6th grade.

**Birth Certificate:** A copy of your child's birth certificate is due by August 1 for children entering Preschool or Kindergarten.

**Eye Examination Report:** Children entering Kindergarten must submit an Eye Examination Report completed by an optometrist or ophthalmologist.

**Medical Exam and Immunization Records:** Children entering Preschool or Kindergarten for the first time must submit a medical examination and immunization record completed by a physician. New students in 1st - 8th grade may submit a current record from their former school. Students entering 6th grade must submit an updated medical exam form completed by a physician.

In accordance with the regulations of the State of Illinois, a child may be excluded from attending school until the required medical examination and immunization forms are included in school files.

### **Tuition and Fees**

Tuition and fees are combined into a flat tuition rate payable in eleven monthly payments. Specific amounts for monthly tuition due are provided to each family in the annual registration packet mailed in early summer. School-wide tuition rates for the year are available in the office. Families new to Pilgrim pay August tuition by due date indicated in acceptance letter to reserve placement in the school.

One-time fees paid annually with registration packet due August 1 include Athletic Program Fees, Milk (1st-8th grade), and PTL Classroom Party Fund.

Separate fees are assessed for participation in the before-school Earlybirds program, depending on use, and can be paid on a monthly or occasional use basis.

Additional tuition is charged for participation in the Pilgrim After School Program, PAS. Tuition amounts vary according to number of children enrolled per family; specific amounts are published annually within the registration packet due August 1. PAS tuition can be paid monthly, or for students who attend PAS on a drop-in basis, via a punch card or by cash or check in the office.

Students are automatically enrolled in a school time accident insurance plan at no extra charge.

All fees must be paid in full before report cards are released (unreturned library books, lunch tickets, etc).

### **Annual Tuition and Salary Scale Increases**

*adopted 10/20/2009*

The School Board completed a study of teacher salaries in October 2009 as recommended by the Evangelical Lutheran Education Association in its 2008 accreditation report of Pilgrim Lutheran School. The study compared Pilgrim teacher salaries to those earned by Chicago Public School teachers, as well as to the salaries recommended by the Metropolitan Chicago Synod of the ELCA for rostered lay leaders.

The study data revealed that the typical Pilgrim teacher has 19 years of experience, yet teachers with the same experience in the Chicago Public Schools are paid a base salary of \$34,603.00 more per year than Pilgrim's teachers. When the data compared the typical Pilgrim teacher's earnings to those salaries recommended for rostered lay leaders in the Chicago area who have the same work experience, the gap between what Pilgrim teachers earn and what they could earn in an ELCA position elsewhere in Chicago was \$8,055.00 annually.

The School Board established a tuition and fee increase policy designed to bring Pilgrim teacher salaries in line with the ELCA recommendation. This policy requires for a minimum 6% annual tuition and fee increase beginning with the 2010-1011 school year. The 6% annual increase is projected to cover growth in the special education and technology programs, the normal cost of living and step salary increases, and an additional minimum 2% annual increase in the salary schedule. It is projected that these annual increases will allow Pilgrim to reach the ELCA recommended goal in ten years, i.e. by January of 2020.

### **Annual Review of Tuition and Salary Increase Policy**

The School Board reviews tuition and fee and salary increase policies annually as part of the designated September salary review. This enables the board to monitor progress and make adjustments as needed.

### **Pre-Registration**

#### Returning Students

Parents receive a pre-registration form via the mail in mid-March to enroll returning students. This form along with payment of \$100 per family for students entering 1st-8th grade and/or payment of one month's tuition for students entering Preschool or Kindergarten is due in the school office by April 1. This payment is credited to August tuition and is non-refundable.

#### New Students

Families new to Pilgrim pay August tuition in advance to reserve placement in the school; due date is indicated in acceptance letter.

### **Tuition Reductions (Scholarships)**

Families may apply for a reduction in tuition or fees by submitting a letter to the school office specifying the need and stating the reason for the need by April 1. Supporting documentation in the form of the most recent tax return is required for tuition reduction requests. The request is reviewed and acted upon by a committee of the pastor, PTL chairperson, board chairperson, and principal. All requests are considered confidential.

### **Late Payment of Tuition and Fees**

*Adopted 9/5/89*

Tuition is due the first of each month. School Board policy states that the child is excluded from school if tuition is not paid by the end of the month it is due. Families may request an extension of the deadline by submitting a letter to the school office specifying the need and stating the reason for the need. Written requests for extensions are reviewed by a subcommittee of the School Board comprised of the board chairperson, PTL chairperson, head pastor, and principal. A child may not be excluded from school when action is pending on a written request.

A charge of \$25.00 is assessed for checks returned for insufficient funds. If a family has more than one check returned during a school year for insufficient funds, policy requires that payments be made in cash, cashier's check, or money order.

### **Refund Policy**

Pre-registration payments due April 1 are collected to confirm next year's enrollment and are non-refundable.

Tuition payments are non-refundable, PTL fees/dues are non-refundable, and late fees are non-refundable.

Fees are refunded on a pro-rated basis for milk, Earlybirds, PAS, and the Athletic Program.

### **8th Grade Class Trip**

Eighth-graders take a class trip in the Spring under the direction of the 7th-8th grade classroom teacher. Class fundraising generates a percentage of the cost of the trip and parents of 8th-grade students are assessed a trip fee to cover remaining costs. This fee is payable in full before the class trip is taken.

## FUNDRAISING

### **Collections**

The Parent Teacher League organizes a general collection for cash gifts for faculty and staff at Christmas; this collection represents the faculty /staff annual bonus. The PTL also organizes collections for those staff members who are leaving or retiring from Pilgrim, as well as for those staff members who are celebrating significant milestones in service to the school. Room parents may organize classroom collections for year-end gifts for teachers. The Athletic Committee may organize collections for end-of-season gifts for coaches. Other collections require approval of the Parent Teacher League in advance; requests should be submitted in writing to the PTL Chairperson.

### **Fundraising**

Pilgrim seeks to provide quality Christian education at affordable rates but tuition and fees do not cover the costs of running the school. Fundraising is therefore a vital part of the school's program. Participation in our fundraising efforts is not mandatory, but it is important that everyone contribute as much support to school fundraising efforts as they are able. Fundraising efforts include the annual Auction, Certificate Program, Market Day, magazine subscription renewal, PTL Christmas Greenery Sale, Box Tops/Labels for Education (benefitting classrooms), Used Ink Cartridge Program (benefitting technology), Barnes & Noble Book Sale and Scholastic Book Fair (benefitting the library), and Teacher Wish List.

All school families can provide support through participation in the Gift Card/Shopping Certificate Program, Market Days, and magazine renewal program which require no extra money to be spent but direct funds used for day-to-day living through Pilgrim.

Proposals for additional fundraising activities are submitted to the Church Council Fundraising Coordinator, who coordinates scheduling and presents proposals for approval to the Church Council. More information about Pilgrim's various fundraising efforts is available on the school's website [here](#).

### Auction

Pilgrim's annual Auction is the school's most important fundraising event of the year and is a line item on the annual budget. The money raised at the Auction is critical to ensure that Pilgrim can provide quality Christian education and programs to our students. All contributions to the Auction are tax-deductible to the extent of the law. The Auction succeeds due to the generous contributions of time, talent and resources from the Pilgrim community; individual and family involvement at any level contributes meaningfully to its success. Information packets describing the event and how to participate are provided annually to each family.

### Gift Card/Shopping Certificate Program

The gift card/shopping certificate program at Pilgrim has provided critical financial support to the school for decades and is an easy way for anyone to help the school without budgeting extra money. The program works because Pilgrim purchases gift cards from retailers at a discount that ranges from 4 - 25%. Families purchase these cards from Pilgrim at face value then redeem them at face value with the issuing retailer. The retailers take a slight loss as a result, and this provides significant financial aid to Pilgrim throughout the year. Gift cards are sold and orders are filled on the first and the last day of the school week in the school office, and Sundays after worship. Cards can be ordered any time by completing and turning in the specially marked envelope or the green sheet order form to the office. Order forms can be printed from the school's web page [here](#) under Shopping Certificates.

### Market Day

Market Day is a monthly grocery fundraising program designed to benefit schools and organizations. Each month, families can order from a variety of approximately 150 grocery products, including seasonal specialties, by returning the illustrated order form to school, or can [order online](#) using 'Pilgrim' as the designated school (number 4593). Orders are picked up once a month at school. Pilgrim earns a percentage from sales through the Market Day program.

### Marketing Programs

*Adopted 8/17/99*

On rare occasions, Pilgrim students participate in consumer marketing programs during school hours. The school receives a financial or other contribution from the marketing firm. Participation is voluntary and is geared to provide an educational experience for the students as well as financial or other gain for the school. Marketing programs require the consent of the principal. Parents authorize participation by signing a consent form sent home with a letter providing detailed information about the marketing program.

## FOOD AND SCHOOL LUNCHES

### Lunch

**First lunch period:** 11:45 -12:15, for 1st-3rd grade and Preschool/Kindergarten students who stay for afternoon programs. **Second lunch period:** 12:20-12:50, for 4th-8th grade.

Pilgrim has a closed campus at lunchtime meaning that all preschool - 6th grade students eat lunch at school. See [Open Lunch](#) for 7th and 8th grade off-campus lunch policy. Parents may contact the principal to make special arrangements to have their child leave the school at lunchtime. Policy prohibits this arrangement unless the parent provides direct supervision for the child.

Hot lunch is available on Tuesdays, Wednesdays and Thursdays, and the hot lunch order is submitted to Pilgrim's outside lunch provider at 9:30 AM. Hot lunch is not served on half-days. Students bring a sack lunch when hot lunch is not served and when they choose not to order. Menus are emailed and posted in the classrooms and can be found

on the school's web page [here](#). Hot lunch must be paid for with lunch tickets, which are available for purchase in the office.

The Lunchroom Manager and Assistant Manager are responsible for the food service program and for the supervision of the children during the lunch period. The lunchroom personnel work in cooperation with students, parents, faculty, and principal to promote a positive and safe atmosphere in the lunchroom. Lunchroom personnel set expectations for acceptable lunchroom behavior.

*Adopted 9/17/02*

The lunchroom manager is not responsible for providing a full lunch for students who forget their lunches or lunch tickets. These students are given a sandwich or comparable item as a lunch option and are assessed the cost of a lunch ticket. Like other school fees, lunch charges must be paid in full before report cards are released.

### **Milk**

The school receives partial reimbursement for milk from the federal government. Preschool and kindergarten children receive milk or juice each day and are not assessed a separate milk fee. Students in 1st-8th grade order milk for the entire year with the registration forms due by August 1. Milk is sold annually rather than day to day, but students who did not order milk for the year may purchase any extra milk cartons on an occasional basis for a nominal fee.

### **Vending Machine Policy**

*Adopted 8-29-08*

All vending machine products meet or exceed state standards (ISBE Illinois Ad. Code, 305.15, Subtitle A, Subchapter I) as acceptable for sale in schools. This does not mean products meet every parent's standards or fit every child's dietary requirements. Parents determine whether or not their children have permission to purchase vending machine products and instruct their children accordingly. Pilgrim vending machine products do not contain peanuts or strawberries in any form. Gluten free products are available and marked. Proceeds from vending machine sales subsidize the hot lunch program. The machine is stocked and monitored by a school parent volunteer.

Illinois State standards for products acceptable for sale in schools are:

1. Nuts, seeds, nut butters, eggs, cheese packaged for individual sale, fruits or non-fried vegetables, or low-fat yogurt products;
2. Any food item whose: i) total Calories from fat do not exceed 35 percent. ii) total Calories from saturated fat do not exceed 10 percent iii) total amount of sugar by weight does not exceed 35 percent; and iv) Calories do not exceed 200.

### **Soda Pop, Gum**

*Adopted 8/19/03*

To support the school's [Wellness Policy](#), students are not permitted to consume any soda pop or other caffeinated beverage or bring any soda pop or any caffeinated beverage to school, with an exception for classroom parties. Gum and gum chewing is not permitted at school.

### **Open Lunch (7th-8th grade only)**

Students in 7th and 8th grade are permitted to leave the school campus approximately twice a month for lunch. Parents are notified at the beginning of the school year of Open Lunch dates, which are scheduled in advance. Students

are required to have written parental permission to leave campus for lunch and to behave appropriately while off campus. Students earn the privilege to participate in Open Lunch through responsible school citizenship and completion of required academic work.

## HEALTH AND WELLNESS

### **Health Program**

Students at Pilgrim participate in certain health screenings (such as vision and hearing) in cooperation with the Chicago Board of Health and local health professionals on an annual basis. Screenings are coordinated by parents or congregational members appointed by the School Board. Parents are notified if screenings indicate additional professional consultation is necessary.

### **Illness or Injury**

If a child becomes ill or is injured at school, the teacher will contact the parent as soon as possible. The school can administer first aid but is prohibited from administering any medications to the child. According to legal code, the school cannot be responsible for transporting a sick or injured child to the doctor or hospital. If emergency medical treatment is necessary, a City of Chicago Emergency Vehicle (911) will transport the child per the medical authorization form parents sign and return with the annual registration packet due August 1.

### **Pediculosis**

*Adopted 7/27/10*

Pediculosis (head lice) is a nationwide nuisance and a fact of life. Head lice are irritating but ultimately harmless. Head lice are not particular; anyone can catch lice no matter their age, ethnicity, socioeconomic status or hair type. Head lice are most commonly spread by direct head-to-head (hair-to-hair) contact.

Pilgrim takes the issue of lice seriously. Therefore, if a child is found to have lice or eggs (including live eggs or empty egg casings) while at school, the parent will be notified and asked to pick up their child at the end of the school day. Upon arrival, the parent will be given an information packet regarding lice and the recommended treatment. According to the U.S. Centers for Disease Control and Prevention, the American Academy of Pediatrics and other experts, it is not necessary for a child to be sent home from school immediately.

Once treatment has begun, the child will be allowed to return to school the next day with their parent and with adequate proof of treatment (e.g., box top, proof of purchase of treatment or physician's note). The parent must remain with the child until a designated school staff member has re-examined the child and found that the child has no live lice and/or live eggs. If a child has been treated, but still has evidence of empty egg casings, the child will be readmitted to school. Empty egg casings are not evidence of an active infestation.

If lice are found at home, the parent is expected to notify the school and begin treatment.

Despite a first treatment and a child's re-admittance to school, it remains the parent's responsibility to provide a follow-up treatment in 10 days and to continually comb and check the child's head daily to ensure no more lice or eggs exist.

Pilgrim's volunteer pediculosis inspectors check all students for lice on a regular basis. However, parents should understand that these brief checks are not a substitute for parental watchfulness.

Pilgrim's aim is not to stigmatize or exclude children from school unnecessarily, but to minimize the risk of lice spreading within a classroom or throughout the school. Pilgrim has the best interest of its students in mind when administering the pediculosis policy. The excellent cooperation of Pilgrim parents has resulted in the effective control of pediculosis within our student population.

### **Medication**

Teachers may not dispense routine medications during school hours. If a child is under medication he or she may carry an individual dose to take themselves at a time designated by the parent. Parents are asked to inform the teacher when a child is taking medication and notify the teacher of any associated side effects. Medication may not be stored in any of the refrigerators on the premises. In rare circumstances, medication can be stored in the principal's office, and the principal assumes responsibility for the storage of the medication.

### **Emesis/VCS**

Pilgrim hires willing upper-grade students as VCS (Vomit Control Specialists). These students volunteer for the job and are trained by a nurse to clean incidents of emesis with appropriate procedures, including proper use of gloves, cleaning agents, and proper disposal of emesis. The VCS is paid a fee per incident, and is the only paid job for students at school.

### **Smoking**

In accordance with State and Federal law, Pilgrim is a smoke-free facility.

### **Blood-Borne Pathogens Policy**

Pilgrim complies with the OSHA Blood-borne Pathogens standard 29 CFR 1910:1030. Copies of this exposure control plan are on file in the school office and available for review.

### **Communicable Diseases Policy**

The following information is excerpted from the complete Communicable Diseases Policy, available for review in the school office.

#### **Purpose/Overview:**

The goals of this communicable disease policy are to protect all persons in the school community from illness; to educate the students in good preventive health practices; to insure continued education so that the school keeps current on health policies; to understand that through discussion and open sharing of knowledge we can help combat ignorance and fear and provide the best possible school environment for our children and the most responsible, faithful stance for our church and school community.

The following two categories of communicable disease are covered:

1. Disease Spread by Casual Contact (e.g. common cold, flu, chicken pox, strep throat, head lice)
2. Blood-borne Disease (e.g. AIDS, hepatitis)

## Admission and Retention

Pilgrim does not discriminate against persons with physical handicaps, including chronic communicable diseases, if their attendance at school does not present a health hazard to others or to themselves. Pilgrim students are required to have all immunizations required by the Chicago Board of Education. A complete list is attached to the school medical form.

If an individual with a chronic communicable disease, such as AIDS, applies for admission or employment to Pilgrim, or if an individual already in the school community is diagnosed with such an illness, the following procedure is to be followed: A conference is held between the principal, the individual (and the parents, if a child is involved), and the individual's physician to determine whether or not that individual's presence at school presents a health risk to others or to the individual. If a health risk is found to exist, the individual will be excluded from school as long as that risk continues. If no health risk is found, the individual will be admitted or retained following usual guidelines, and the decision will be reviewed at intervals to be determined by the physician and the principal. A plan will be made for keeping lines of communication open between the family, the physician, and the school. Ongoing contact will be maintained regarding changes in the individual's health status and in the supportive services needed at school. The principal can initiate the process described above if the principal is concerned about the possibility of an individual having an illness which may pose a health risk to others at school or to that individual.

**Diseases spread by Casual Contact:** An individual who is ill with certain diseases spread by casual contact will be excluded from school during the period of communicability. Emails will be sent advising all parents that their child may have been exposed to these illnesses. These determinations are based on guidelines from the Illinois Department of Public Health. All members of the Pilgrim community are responsible for staying at home if they have symptoms which may indicate a communicable disease, such as a fever (temperature over 100), a sudden rash, or vomiting or diarrhea within the last 8 hours. Parents are expected to keep children with these symptoms home from school.

**Blood-Borne Disease:** An individual who has recurrent chronic episodes of bleeding or open oozing wounds will be excluded from school until a conference can be held between the principal, the individual (and the parents), and the individual's physician to determine whether or not a blood-borne disease is present. This is not meant to exclude children who experience such routine things as nosebleeds or injuries while at school.

## Confidentiality and AIDS:

Because of the stigma which is still associated with AIDS and the negative consequences which have followed for many people with AIDS, strict confidentiality is maintained regarding the diagnosis of anyone at Pilgrim who has this illness. The principal is the only person at the school who is designated to be informed about the diagnosis of AIDS in any member or potential member of the school community. However, the persons with AIDS may wish to inform the teacher or pastor or someone else at school in addition to the principal. All medical records relating to the diagnosis of AIDS will be kept in a confidential file and only the principal will have access to these records.

## School Procedures to Prevent Transmission of Disease

**Prevention of Diseases Spread by Casual Contact:** Routine hygiene measures are stressed to prevent the common illnesses spread by casual contact. These hygiene measures include: hand-washing when appropriate, especially after using the bathroom, after blowing the nose, and before eating; use of kleenex and covering nose or mouth when sneezing or coughing; no sharing of hats or combs. Hands should be washed immediately after contact with any body fluid. Disposable rubber gloves should be worn to clean up after accidents involving vomit or excretions such

as urine or stool, and hands should be washed after the gloves are removed. Regular [pediculosis](#) screening is done for all the students.

#### Prevention of Blood-Borne Diseases

Because of the increasing prevalence of AIDS and other blood-borne diseases and because of the severity of these illnesses, **the school follows the Universal Precautions recommended by the Center for Disease Control in which ALL blood is considered as potentially infectious.** The classroom teacher will be alert for all instances where blood is shed. When blood is shed, the teacher has the responsibility to follow the guidelines for handling blood spills and also to use the situation as a teaching opportunity. Older children are encouraged to clean and bandage their own wounds whenever possible. The teacher may need to assist with more serious injuries or with the injuries of younger children.

Guidelines for handling a blood spill are as follows:

1. Disposable rubber gloves are to be worn whenever a person's hands come into contact with another person's blood or body fluids containing blood, or articles soiled with another person's blood. While intact skin is a barrier to blood-borne viruses, such as the AIDS virus, there may be small cuts in the skin which are not noticeable, making the use of gloves necessary. Hands should be washed when the gloves are removed. In the event gloves are not worn when there is contact with blood, hands should be washed immediately.
2. Disposable items, such as paper towels, which are contaminated with blood should be disposed of in a plastic bag.
3. Non-disposable items, such as clothing or personal belongings, which are soiled with blood should be placed in a plastic bag and returned to the owner to be taken home and washed or cleaned. General laundering procedures will destroy most infectious agents including the AIDS virus. Chlorine bleach strengthens the disinfection process.
4. Surfaces soiled with blood should be cleaned up first with paper towels which are then discarded into a plastic bag. The surface should then be cleaned with a 1:10 bleach/ water solution with appropriate caution taken to prevent splashing or spills.
5. All rooms including the lunchroom, library, offices, etc. maintains a supply of disposable gloves, paper towels, plastic bags, bandages and kleenex. Large bandages are available in the First-Aid kits located on each floor. Bleach and a container for preparing a bleach solution is kept with the cleaning supplies in the basement.

#### Wellness Policy

*Adopted December 19, 2006*

The following information is excerpted from the complete Wellness Policy, available for review in the school office.

#### Belief Statement

The School Board of Pilgrim Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be

aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

#### Healthful Food Options

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Parents are encouraged to avoid sending foods containing trans fat, high fructose corn syrup, and high sodium content. Parents are encouraged to send whole grain foods. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are \*listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges: cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit: nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and cheese with whole grained bread
- Pretzels
- Baked chips with salsa
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- String cheese, single-serving cottage cheese, cheese cubes
- Flavored soy milk fortified with calcium
- Pure ice cold water

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

# ATHLETIC PROGRAM

## **Athletic Program Description**

Pilgrim Lutheran School is an active participant in the Lutheran School League, a citywide association of several Lutheran schools in the greater north/northwest Chicago area. Athletic teams from these schools meet and compete in regular season and tournament competitions. Lutheran School League teams meet in season competition in Cross Country, Basketball, Volleyball, Soccer, and have single, day-long meets in Track and Field, Bowling, and Softball. Pilgrim is invited to form teams in all these events, and has active teams in the following sports: **Cross Country** (Fall), for students in 4th-8th grade, **Boys and Girls Basketball** (Winter), 7th-8th grade teams, 5th-6th grade teams, and a short season for 3rd-4th grade teams, **Bowling** (Winter), for students in 5th-8th grade, and **Track and Field** (Spring), for students in 4th-8th grade. At the end of regular season competition, students with qualifying times and teams with qualifying records are invited to compete on a state-wide level through the [Lutheran Sports Association of Illinois](#).

## **Athletic Program Philosophy**

*Adopted 5/18/04*

Pilgrim's athletic program encompasses:

Opportunities for students to experience the value of working together and to develop self-esteem, physical fitness, and skills they can use in later years,

Opportunities for students who have lesser physical skills to participate in a meaningful way in an athletic program,

Opportunities to channel physical and emotional energy into positive activities,

Coordination of activities with principles and requirements of Lutheran School League and Pilgrim Lutheran Church.

## **Athletic Program Eligibility**

*Adopted 9/21/2004*

Students are required to maintain at least a C in each subject area in order to participate in Pilgrim's athletic programs. If a student's grades drop below a C in any subject area during the week before an event, the teacher will inform the coach and the student will be ineligible to participate in any athletic events until authorized by the teacher. The student is required to attend a full day of school on the day of an athletic event in order to be eligible to participate in that event; exceptions to this requirement (dental/doctor appointments or high school shadow days) must be approved by the principal.

## **Registration Forms and Fees**

Students in 5th-8th grade who wish to participate in the athletic program during the school year are assessed a registration fee that is paid with annual registration materials due August 1. This fee varies for full or partial participation in the athletic program. Athletic program fees are assessed in order to cover costs of renting gym space (Bethany Chicago United Church of Christ, 4250 N Paulina), hiring referees, replacing uniforms, and providing a nominal stipend for team coaches who are not parent volunteers. Pilgrim does not wish to have any student excluded from the athletic program for financial reasons. Request for waiver of fee may be submitted to the school office by August 1.

## Uniforms

*Adopted 8/19/97*

Students who participate in Cross-Country and Track and Field are asked to purchase a blue 'Pilgrim' t-shirt and wear it as a uniform during meets.

Basketball uniforms are loaned to student athletes and must be returned at the end of the season. Parents are asked to clean uniforms and repair ripped seams, etc. before returning uniforms to the school. Normal wear and tear is expected but parents will be assessed a replacement fee if the uniform is returned in damaged condition.

# DISCIPLINE

## Discipline

Discipline at Pilgrim places emphasis on Christian values, Christian forgiveness, and development of individual responsibility. It establishes order in our community, creates a climate conducive to education, and assures that the property and personal rights of all are protected. When it becomes necessary to discipline a student for violation of classroom or school rules, appropriate action is normally taken at school by the classroom teacher or principal. However, parents are notified and consulted when a student fails to respond to discipline and/or when violations are major in nature. Cooperation between parents and school staff has been and continues to be essential for the promotion of effective discipline in our school. Corporal punishment is not permitted at Pilgrim.

### Transfer

The principal is authorized to transfer a child to another school for just cause.

### Right of Appeal

The parent(s) may appeal the decision of the principal to the School Board. The parent(s) shall be granted the right to a hearing, the right to present witnesses and evidence, and the right to cross examine opposing witnesses. The principal may not participate in the final vote on the appeal. The decision of the School Board is final.

## Remediation for Academic/Behavior Problems

When a student is experiencing repeated difficulty in school, the teacher and/or principal may request that the parent(s) seek a diagnostic evaluation so that a plan for remediation may be devised to meet the specific and unique needs of the child. If the parent(s) decline and the situation continues or worsens; the principal may require that the parent(s) obtain a diagnostic evaluation. The principal determines whether or not the child will attend school during the period the evaluation is pending. The principal may require that the evaluation include a full staffing attended by the diagnostician(s), parents(s), teacher(s), and principal. Failure to obtain an evaluation or participate in staffing results in the transfer of the child to another school.

Upon careful review of the diagnostic evaluation, the principal may require implementation of appropriate individual service plan, or may transfer the child to another school. The principal is responsible to evaluate progress of the service plan; in the event adequate progress is not made, the principal may transfer the child to another school.

#### Transfer

The School Board authorizes the principal to transfer a child to another educational program in instances where Pilgrim Lutheran School is not adequately equipped to meet the needs of the child.

#### Right of Appeal

The parent(s) may appeal the decision of the principal to the School Board during a formal hearing. The parent(s) are granted the right to present witnesses and evidence and the right to cross examine opposing witnesses. The principal may not participate in the final vote on the appeal. The decision of the School Board is final.

#### **Substance Abuse Policy**

*Adopted 11/20/01*

Students shall not possess, use, or distribute illicit drugs or alcohol on school premises or as a part of any school-related activity. In the event this policy is violated, the following steps are taken:

1. The Chicago Police Department and the parents are contacted immediately.
2. The student is suspended from school for ten days.
3. During the ten day suspension, the parent enrolls the student into a substance abuse counseling program.
4. Upon completion of the ten day suspension and upon provision of documentation of participation in a substance abuse counseling program, the student is re-admitted to school.
5. In the event the parent declines to enroll the student in a substance abuse counseling program, the student is transferred to another school.
6. In the event this policy is violated twice by a student, the student is transferred to another school. The principal may determine that a first violation of the substance abuse policy is just cause to transfer a student to another school. In such circumstances, the parent has the right to appeal the decision of the principal to the School Board; see above.

#### **Suspension from School**

The School Board authorizes the principal to suspend a student from school for just cause. Parents are notified before a child is sent home during school hours.

#### **Truancy**

In the case of unexcused absence, the principal is required to report the matter to the proper authorities.

#### **Inspection of School Property**

*Adopted 4/21/99*

1. The principal has the right to inspect any locker or desk and/or their contents at any time.

2. No student may place cigarettes, alcohol, drugs, weapons or any other prohibited material within any locker or desk.
3. If a student has a lock on his/her locker, the principal must be provided with the combination and/or key.

### **Cheating**

Students are taught that there times when it is appropriate and times when it is not appropriate to share information. Teachers involve students in many cooperative learning activities where the goal is to help students learn by sharing and discussing information. It is not appropriate for students to share test answers or copy each other's homework. Students are encouraged to recognize their ability to be successful in academic areas without being dishonest. If a student is caught cheating, the parent(s) are informed. Consequences for cheating are significant and in 4th-8th grade may include an F for the quarter grade in the subject area involved.

### **Fighting**

Students are taught that fighting is not the Christian approach to solving a problem. Fighting is grounds for suspension from school.

### **Snowballs**

Since our playground is bordered by sidewalks used by the public and by buildings with unprotected windows, the throwing of snow creates special problems. Students are taught to reserve this activity for more appropriate settings.

## SCHOOL LIFE

### **School to Parent Communication**

The Pink Page contains timely and newsworthy information about the school and school community, including updates from the classrooms, announcements for athletic and special events, details about upcoming meetings and news from the parish. The Pink Page is published on Pilgrim's web page [here](#) and emailed weekly. **It is essential that parents review the Pink Page regularly.** Hard copies of the Pink Page are available on the entryway bulletin board and in the church office. Parents are invited to submit information for the Pink Page to the School Office Manager ([acardo@pilgrimchurchandschool.org](mailto:acardo@pilgrimchurchandschool.org)) by Wednesday noon for the weekly Thursday edition.

Additional forms of school-to-parent communication include the monthly church and school newsletter and Sunday church bulletin, notes sent home with students, mailings to parents, PTL meetings, parent-teacher conferences, and the school's website at [www.pilgrimchurchandschool.org](http://www.pilgrimchurchandschool.org).

### **Parent Volunteers**

Pilgrim has a rich history of parental involvement, and volunteers are welcomed throughout all aspects of the school. More information about ways to volunteer can be found on the school's web page [here](#).

## **Calendar**

A calendar is published by the Parent-Teacher League (PTL) and issued to all families at the beginning of each school year. This calendar identifies PTL-sponsored events, school half-days/vacation days, parent-teacher conference dates, dates of PTL and School Board meetings, market days/certificate days, special school events (Operetta, Christmas Service, etc), and provides PTL and Staff contact information. The current month's calendar can be found on the web page [here](#).

## **Directory**

A telephone and email directory listing school family and teacher/staff contact information is published annually. Families who decline to have their telephone, address and email published must inform the School Office Manager ([acardo@pilgrimchurchandschool.org](mailto:acardo@pilgrimchurchandschool.org)) no later than the first week of school.

## **Field Trip, Athletic, & Event Transportation**

*Adopted 5/15/07*

Pilgrim typically charters a bus or arranges CTA transportation for field trips during school hours. Children are charged a flat rate fee of \$4 per trip. When Pilgrim does not arrange for bus or CTA transportation for field trips, parents are responsible for arranging transportation for their children. Parents are also responsible for arranging for their children's transportation to and from athletic and similar events. Pilgrim does not organize, authorize, or approve parent drivers or car pools for field trips, athletic, or similar events. Such arrangements are at the sole discretion of the parents.

## **Room Parents**

The Parent Teacher League appoints room parents for each classroom. Duties of the room parent generally include coordinating class parties, arranging get-well cards in cases of serious illness, contacting parents with special classroom needs, and organizing the class auction project. However, these duties vary with individual grades. Room parents and teachers are to meet early in the school year to determine how the room parent will assist the class and teacher in the year ahead.

## **Dress Code**

The guiding Dress Code principle is that student dress should promote a atmosphere conducive to learning and project a wholesome and positive image. The principal and teachers are responsible for determining if and when this principle is violated and for correcting violations. The guidelines given below are intended to assist students, parents, and teachers in interpreting the guiding principle. Since it is impossible to cover every possibility, situations are evaluated on the basis of the guiding principle.

1. Clothing is clean, neat, and in good condition.
2. Clothing may not present symbols or words that are profane or suggestive of or associated with drugs or violence (e.g. South Park shirts), satanic messages, or gangs.
3. Students wearing heavy make-up are asked to lighten it.
4. Jewelry or accessories may not interfere with school activities.
5. Students dress for the season. Mittens, gloves, boots, and heavy coats are important in Chicago's winters. In warm weather, shirts must cover the midriff. Shorts and culottes are allowed but 'short' shorts are not.

Shorts must reach the palm of the hand when arms are hanging at the side. Principal and teachers are trusted to decide if short length is inappropriate for the school day.

6. Unless dictated by class activity students may not wear hats, bandanas, sunglasses, or visors in school.
7. Students may not dye their hair an unnatural color, e.g. multi-colors.
8. Students may not wear short skirts, tights, or skin tight pants unless worn with a skirt or dress.
9. Flip-flops or thong-type sandals are not allowed.

### **Cell Phone and Telephone Use**

*Adopted 4-20-04*

The telephone number for both the Church and the School Offices is 773 477 4824. Teachers may be reached at the school before 8:35 AM and after 3:05 PM. Students and teachers may not be reached by phone during the school day to ensure the integrity of the educational process. Exception is made only in case of emergency.

Students are permitted to carry or store cell phones at school. Cell phones are to be carried or stored out of sight and must be turned off inside the school building and playground. Student cell phones that are seen or heard inside the school facility are confiscated until picked up by the student's parent or guardian. The school is not responsible for lost or stolen cell phones. Student may make an emergency cell phone call with teacher permission in the school office under the supervision of the teacher or principal.

### **Toys and Electronics**

Toys and similar personal possessions are not to be brought to school. The school is not responsible for broken, lost, or stolen personal items. Radios, CD players, iPods, and other similar electronic devices may not be used during the school day. If used at school, these devices are confiscated and kept in the school office until picked up by the student's parent.

### **Copy Machine**

Copy machines in the church and school offices are not available for student use.

### **Furniture Moving**

Students in the upper grades frequently assist in setting up tables, moving chairs, etc. for school and church functions. The following guidelines are used to help ensure the safety of students:

1. Only students with written parent permission on file can move furniture. 4th-8th grade students can move folding chairs without written permission.
2. Students may not move bookshelves until all books are removed.
3. Chairs must be taken off tables before tables can be moved by students.
4. Students may not move furniture where prudent judgement indicates the potential for injury.
5. Students may participate in furniture moving projects only for limited amounts of class time.

**Snow Footwear**

On snowy days, students enter school through the basement to remove wet, snowy footwear before using the back stairwell to get to their classrooms. This saves wear and tear on the carpeted areas of the school.

**Lost and Found**

A large lost and found box is located on the upper landing of the auditorium. Unclaimed Lost and Found items are donated to charity at the end of the school year.

**Birthday Party Invitations**

Please avoid handing out birthday party invitations at school to eliminate hurt feelings for those children who are not invited.

**Bicycles, Rollerblades, Scooters, Skateboards**

*Adopted 10/17/06*

Students may ride bicycles to school with the understanding that the school is not responsible for lost, stolen or damaged bicycles. Bicycles are to be locked in the bicycle racks located on Cullom Avenue. If racks are filled, bicycles are to be locked to a nearby pole. In the interest of pedestrian safety, bicycles are normally not to be ridden on school grounds. In the interest of safety, rollerblades, skateboards, and scooters are not permitted on school grounds.

**7th & 8th Grade Projects: Community Service**

Members of the 7th and 8th grade class participate in a variety of community service projects. Students provide services both to the larger community and to Pilgrim Lutheran Church and School. Services to the church and school include assisting with Market Days, setting up tables and chairs for school lunch program and other church and school activities, putting out and taking in the school flag, picking up attendance sheets for the office, distributing milk for the lunchroom, setting up audio-visual equipment, supervising primary grades during chapel, serving on the safety patrol, etc. Services to the larger community include visiting nursing homes, visiting or running errands for shut-ins, working in the Saturday hot meals program, etc. The homeroom teacher and principal are responsible for organizing community service projects and supporting students in their efforts to complete them. Students are guided to view participation in community service as a worthwhile activity that helps them be contributing members of society. They live the Christian faith and grow as they experience the joy of giving.

## LINKS

SITE	QUICK JUMP	URL
Pilgrim	<a href="#">Home Page</a>	<a href="http://www.pilgrimchurchandschool.org">http://www.pilgrimchurchandschool.org</a>
	<a href="#">Pink Pages</a>	<a href="http://www.pilgrimchurchandschool.org/pinkpages/pinkpages">http://www.pilgrimchurchandschool.org/pinkpages/pinkpages</a>
	<a href="#">PTL</a>	<a href="http://www.pilgrimchurchandschool.org/school/pilgrimptl.php4">http://www.pilgrimchurchandschool.org/school/pilgrimptl.php4</a>
	<a href="#">School Board</a>	<a href="http://www.pilgrimchurchandschool.org/school/schoolboard.php4">http://www.pilgrimchurchandschool.org/school/schoolboard.php4</a>
	<a href="#">Fundraising</a>	<a href="http://www.pilgrimchurchandschool.org/school/fundraisers.php4">http://www.pilgrimchurchandschool.org/school/fundraisers.php4</a>
	<a href="#">Calendar</a>	<a href="http://www.pilgrimchurchandschool.org/pinkpages/schoolcalendar.php4">http://www.pilgrimchurchandschool.org/pinkpages/schoolcalendar.php4</a>
	<a href="#">Lunch Menu</a>	<a href="http://www.pilgrimchurchandschool.org/pinkpages/lunchmenu.php4">http://www.pilgrimchurchandschool.org/pinkpages/lunchmenu.php4</a>
	<a href="#">Volunteer</a>	<a href="http://www.pilgrimchurchandschool.org/pinkpages/volunteer.php4">http://www.pilgrimchurchandschool.org/pinkpages/volunteer.php4</a>
	<a href="#">Church</a>	<a href="http://pilgrimchurchandschool.org/church/pilgrimchurch">http://pilgrimchurchandschool.org/church/pilgrimchurch</a>
Market Day	<a href="#">Home Page</a>	<a href="http://www.marketday.com/">http://www.marketday.com/</a>
School Closing	<a href="#">Home Page</a>	<a href="http://www.emergencyclosingcenter.com/complete.html">http://www.emergencyclosingcenter.com/complete.html</a>

CONTACT	EMAIL
David Maring, Principal	<a href="mailto:dmaring@pilgrimchurchandschool.org">dmaring@pilgrimchurchandschool.org</a>
Karl Redelsheimer, Pastor	<a href="mailto:pastorkarl@pilgrimchurchandschool.org">pastorkarl@pilgrimchurchandschool.org</a>
Angela Cardo, School Office Manager	<a href="mailto:acardo@pilgrimchurchandschool.org">acardo@pilgrimchurchandschool.org</a>
Ellen Twohig, School Board Chair	<a href="mailto:ellentwohig@pilgrimchurchandschool.org">ellentwohig@pilgrimchurchandschool.org</a>
Nancy Liljedahl, PTL Chair	<a href="mailto:nancyiljedahl@pilgrimchurchandschool.org">nancyiljedahl@pilgrimchurchandschool.org</a>

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Paul Taylor	<a href="mailto:musicmin@pilgrimchurchandschool.org">musicmin@pilgrimchurchandschool.org</a>
Dave and Kris VandenBranden	<a href="mailto:technology@pilgrimchurchandschool.org">technology@pilgrimchurchandschool.org</a>
Veronica Wirth	<a href="mailto:vwirth@pilgrimchurchandschool.org">vwirth@pilgrimchurchandschool.org</a>
Andrew Yearick	<a href="mailto:ayearick@pilgrimchurchandschool.org">ayearick@pilgrimchurchandschool.org</a>