

Pilgrim Christian Day School

7200 Liberty Road

Baltimore, Maryland 21207



Parent / Student Handbook

“Seeds are planted to encourage academic,  
creative, and spiritual growth.”

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## **Purpose Statement**

Pilgrim Christian Day School was organized in 1948 as a ministry of Pilgrim Lutheran Church to offer children an opportunity for excellent learning in a Christian environment. We seek to create an atmosphere that is intellectually stimulating, emotionally relaxed, physically wholesome, socially maturing, and permeated with love, through our teachers' dedication, skills, commitment, and continued growth with God.

## **Philosophy**

Our philosophy of Christian education is expressed in the following statements that indicate what Christians believe about the persons they teach. We believe that teacher – student relationships are based on these premises:

God made people in His image and foremost in creation. Sin separates people from God, but Christ has redeemed all. Teacher – Student relationships are based on the acceptance of each person as a forgiven child of God.

As adults and educators we strive to teach and guide God's children by giving attention to spiritual, physical, academic, social, emotional, and aesthetic needs. An important aspect of Christian living is that we have been created to serve, worship, and give glory to Him.

God's people have the hope of eternal life with Christ, so our earthly life is guided by faith, love, and trust in Jesus as our Savior from sin. The expression of those is a response to God's infinite love.

## **Our Beliefs**

We believe in God the Father Almighty, Creator of heaven and earth.

We believe in Jesus Christ, His only Son who was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day, He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. We believe in the Holy Spirit, the holy Christian Church, the communion of saints, and the forgiveness on sins, the resurrection of the body, and life everlasting.

## **In Respect to Holy Communion**

We believe the Lord's Supper accomplishes what it promises, the forgiveness of sins. Therefore, we should recognize our sinfulness, commit ourselves to changing our sinful lives, and trust the promise of forgiveness given to each of us in this meal. (1 Corinthians 11:28 – 29) \*Children at Pilgrim begin to receive Holy Communion after they have completed confirmation classes and are confirmed.

## **Governance**

Pilgrim Christian Day School is governed by the Voters' Assembly of Pilgrim Lutheran Church. It is administered by the school's board. The school principal carries out the daily administrative functions.

### **Non-Discrimination Policy**

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

Pilgrim does not discriminate on the basis of color, race, sex, or national and ethnic origin in the employment of administrative, teaching, or supportive staff for the school.

### **Accreditation**

Pilgrim Christian Day School is accredited with state of Maryland. The teachers meet Maryland state requirements. Teachers are required to maintain their certificates by taking additional courses.

Students completing Pilgrim enter middle school without reservation and readily adapt to various programs. Accredited Lutheran middle schools are also available to Pilgrim graduates.

### **Age Requirements**

We offer only full day programs. Before and After Care is offered for all grades.

Children must be 3 years old by September 1 for the three year old program.

Children must be 4 years old by September 1 for the four year old program.

Children must be 5 years old before September 1 for Kindergarten.

## **Absences**

Upon returning to school after an absence, all students must bring a written note from a guardian/ parent stating the reason for the absence.

If a student is absent more than a day, the parent is required to contact the school stating the reason for absence.

## **Arrival and Dismissal**

Students should arrive by 8:15 a.m., be seated and ready to begin by 8:30. Students arriving at 8:15 should enter through the door adjacent to the steps. Pre-kindergarten and kindergarten students should enter through their classroom door. Students arriving between 7:00 a.m. and 8:15a.m. should enter through the extended – care door. Students arriving before 8:15 will be placed in extended – care and a charge of \$15.00 will be assessed.

Students arriving after 8:30 must report to the office and get a late pass. These students must enter through the door at the top of the steps. They must ring the bell to gain entry.

At dismissal students will wait outside next to the building with their teachers. Students may cross the yellow line with an adult. Pre-kindergarten and kindergarten students must be picked up from their classroom by the parent/guardian.

## **Attendance**

Pilgrim Christian Day School required a phone call from the parent if a student is going to be absent. After a contagious illness, a child must have a note from a doctor stating the student may return to school.

If a student arrives after 8:30, the student is marked tardy. The tardy is recorded on the report card and permanent record.

Students requiring early dismissal must have a written note from the parent stating time student will be picked up. The note is to be given to the teacher in the morning. The parent will sign the student out in the office.

## **Celebrations**

Pilgrim Christian Day School observes major holidays as outlined in the school calendar. Classroom parties may be held for Christmas, Valentine’s Day, and Easter. Special celebrations include Oktoberfest (in lieu of Halloween), Thanksgiving Chapel, Sunday Christmas Service, and Dr. Martin Luther King Jr. Assembly, Graduation Ceremonies and Awards Assembly. Black History Month is commemorated, as well as Lutheran schools week.

Birthday celebrations are welcome at Pilgrim, but are limited to refreshments. The teacher must be consulted prior to celebration.

## **Communications**

The *Thursday Tidings* is bi-monthly newsletter that gives parents pertinent information concerning the school. Each teacher also sends home a weekly class letter.

### **Curriculum**

The curriculums used in classes at Pilgrim are research based. The Maryland State Curriculum is used for all grades. The Pre-kindergarten program also incorporates *The Creative Curriculum for Early Childhood* into its program. In addition, the Concordia Curriculum is used for grades 1 – 5.

#### **Students receive instruction in the following areas:**

**Religion:** Worship, Bible Study, Memory Verses, Catechism, and Church History

**English / Language Arts:** Reading, Literature, Writing, Language, Speaking, and Listening

**Mathematics:** Algebra, Geometry, Measurement, Statistics, Probability, Number and Process

**Science:** Earth / Space Life, Chemistry, Physics, and Environment

**Social Studies:** Political Science, Peoples of the Nation and World, Geography, Economics, and History

**Music:** Aesthetic Education, Historical and Cultural Context, and Creative Expression

**Art:** Aesthetic Education, Historical and Cultural Context, and Creative Expression

**Physical Education:** Exercise Physiology, Physical Activity, Motor Learning Principles and Social Principles

**Computer Instruction:** Foundational Computer Literacy Skills

Pilgrim Stays abreast of new curriculum materials and supplemental programs in order to maintain a high quality instruction program. We administer achievement tests in the spring of the year.

## Emergency Closings

Pilgrim will follow Baltimore County's emergency closing announcements in case of inclement weather. In case of early dismissal due to weather, extended care will remain open one hour beyond closing to allow parents to pick-up students.

## Field Trips

Field trips are an important part of school. Teachers plan field trips that enhance the instructional program. The activity fee will cover the cost of admissions and transportation for two field trips for students. Parents that join students on field trips must pay for their admission fees. Other field trips will be planned, but there will be an additional cost.

## Grading Policy

In order for parents to be aware of the progress of their student, report cards are issued each of the four quarters. At the midpoint of the quarter, interim reports are sent home. Parents are expected to make an appointment for a conference with the teacher to receive/discuss the first report card. Parents are welcome to arrange conferences throughout the school year to discuss the progress of their child.

Open House for parents is held during American Education Week and in March during Lutheran School Week. Communication between the home and school is important to the success of students. The grade scale is as follows:

<b>Area</b>	<b>1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup></b>	<b>4<sup>th</sup> and 5<sup>th</sup> grade</b>
Class Performance	50%	30%
Homework	20%	30%
Tests	20%	30%
Independent Work	10%	10%
<u>Grade</u>	<u>Percentage</u>	
A	94 – 100%	
B	85 – 93%	
C	75 – 83%	
D	74 – 65%	
F	64%	

## **Honor Roll Policy**

Students in grades 3 – 5 are selected for the honor roll each marking period.

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**Principal's List** – all A's in academic subjects

**Honor** – must have more A's than B's or an equal number of A's and B's in academic subjects.

**Honorable Mention** – no grade less than B and at least one A

Students must make satisfactory or better in scholastic development, physical, emotional, and social skills for honor roll.

Grading policy for pre – kindergarten and kindergarten use a different scale and will be issued in a different document.

## **Promotion**

Students are promoted to the next grade upon successful completion of all academic work in a given year. The lowest passing grade is D. Students receiving no grade lower than a D in academic areas may advance to the next grade.

Students must read on grade level in order to advance to the next grade. A student not passing in reading may be retained. A student having two Ds may not move to the next grade. Timeline for reporting students not making progress:

January – parent/teacher/ principle conference to discuss students' status. A written report is given to parents.

March – second meeting with parent to inform the parent of lack of progress by student. A written report is given to parent,

May – Parent is informed student is not being promoted to next grade.

## **Homework**

Homework assignments provide reinforcement of skills taught in the classroom and will vary in content according to the subject, the needs of the students, and the curriculum outcomes. The time necessary to complete the assignments will depend on the student. Homework is given



Monday – Thursday. Long term assignments and projects will require a longer amount of time. Homework is a part of the student’s grades.

**The suggested times for homework are:**

Pre – kindergarten	10 minutes
Kindergarten	15 minutes
1 <sup>st</sup> grade	30 minutes
2 <sup>nd</sup> grade	40 minutes
3 <sup>rd</sup> grade	50 minutes
4 <sup>th</sup> /5 <sup>th</sup> grade	60 minutes

Parents may assist and check homework, but students should be able to complete assignments independently.

Parents are asked to read with students at least 20 minutes each night. Students in grades 3 – 5 should read to their parents at least 20 minutes a night.

**Illness and Accident at School**

Parents complete an emergency card to inform school staff who to contact in case of an emergency. Emergency cards should be updated as necessary.

School staff will provide first aid to students with minor injuries. In case of serious injury every effort will be made to contact the parent or guardian. If this is not possible staff will call 911.

A sick student should not be sent to school, this includes a child with a fever. If a child becomes sick at school, the parent/guardian will be contacted and arrangements made to have someone to take the child home.

School personnel will not give medicine unless a doctor’s written order is provided.

**Immunization and Health Records**

All students must meet Maryland state immunization requirements for school enrollment. Parents of new students must bring these records before students may attend class.

**Library Use**

A large variety of library materials are available for classroom use; however, each student is expected to have a library card.

## **Lunch**

Students at Pilgrim bring their lunch to school. Good eating habits are essential to learning. Students are encouraged to bring healthy foods for snacks and lunch. **Candy, gum, sodas, glass containers, and fast foods are not allowed.**

Snacks are provided for pre – kindergarten, kindergarten, and extended care students.

## **Parent – Teacher – Friends Association**

The Parent – Teacher – Friends Association (PTFA) is an integral support system for our school. This organization provides a means of communication between parents and staff. This group allows members and non – members the opportunity to meet, serve, and work with others at Pilgrim.

## **Student Code of Conduct**

All of the students at Pilgrim have a right to positive learning environment. The school should be free of inappropriate behavior. Pilgrim’s rules are firm, but they are fair. Misbehavior will be dealt with in fair manner. Students will have a safe and orderly learning environment.

Discipline will be administered when any student’s behavior interferes with the rights of teachers to teach and students to learn. **A student may be removed for failure to follow the rules.**

There are basic rules. There five rules are as follows:

1. Respect yourself and others at all times.
2. Respect school and personal property.
3. Observe playground boundaries and safety rules.
4. Take responsibility for your actions.
5. Seek adult help when you have a problem.

Members of the administration, staff, parents and guardians have to work together to make sure that all students display appropriate behavior in school.

Parents are the first teachers that students have; and in the home, the students will begin to understand what acceptable behavior is. School staff should not be expected to teach good behavior; they should be reinforcing what is meant by good behavior.

Parents are expected to work with the school to insure that students use acceptable behavior in school. The staff will use various strategies to reinforce good behavior in the school setting.

Parents and students must be aware that disruptive behavior will have consequences.

#### Inappropriate Behavior and Consequences:

1. Academic Dishonesty – Sharing assignments or cheating
  - A. Students will receive a failing grade for the assignment.
  - B. The parent will be contacted and told of the infraction.
  - C. The student may be referred to the administrator.
2. Bullying – Intimidating another student(s)
  - A. Teacher may give the student a verbal warning.
  - B. The student may be referred to the administrator.
  - C. The parent may be required to come in for a conference.
  - D. If this behavior continues, the student may be placed on suspension.
3. Classroom Disruption – Interfering with learning environment
  - A. The teacher may give a verbal warning, assign detention or take away recess.
  - B. Teacher may refer students to the administrator for continued disruptive behavior.
  - C. Parent may be contacted for a conference.
4. Defiance of Authority – Failure to follow directions / failure to answer questions or request of staff
  - A. Teacher may exclude student.
  - B. Repeated occurrences will result in suspension for 1-3 days.
  - C. Student may be removed from school.

5.

Fighting – Physical aggression

A. Student is referred to the administrator.

B. Student will be excluded from school 1-3 days.

6. Electronic Devices – Possessing electronic games or cell phones

A. Teacher will give a warning and take the item. Parent must retrieve the item.

B. Second infraction the parent will have a conference with the administrator.

C. Third incident will result in suspension.

7. Tardiness – Lateness

A. Teacher will record lateness.

B. Third lateness will result in loss of privileges or detention.

C. Excessive lateness may result in child being removed to another school.

**Notes:**

Academic Dishonesty – When assignments are given for completion at home, it is meant as an independent activity for the student. Parents may supervise, but the work should be done by the student. If the directions for the assignment are not clear contact the teacher.

Tardiness – Students must have parents to get to school on time. When students are late they are missing instructional time. Missing that time will affect the student's grades.

**The consequences stated here provide a guideline for the staff and administrators. Pilgrim is committed to providing a safe and secure learning environment for each child. As a Christian school we recognize that our students are not always “saintly”, but we hope to instruct them to be kind, caring, and spiritual beings. That will only happen if administrators, staff, and parents have the same goals for each child.**