

## GENERAL INFORMATION

### ATTENDANCE POLICY

Absent students must present a written excuse from the parent or guardian no later than three school days after the date of the absence. A student must attend 90% of the days a class is offered to receive credit or a final grade. **This policy means that credit may be denied when a student accumulates absences over the allotted allowance for the semester or year.** The attendance committee will convene to review all excessive absences. Excessive absences are indicated by an asterisk (\*) on the report card every nine weeks. If an absence is recorded as excused and the student is academically successful, the asterisk is automatically removed after the last nine-week reporting period. Students with excessive excused or unexcused absences may be referred to the attendance committee. School-sponsored or sanctioned activities are exempt and do not count as an absence.

*The only acceptable excuses for absence and tardiness are:*

1. Illness of student
2. Illness or death in the family
3. Quarantine
4. Hazardous conditions making travel dangerous
5. Participation in school activities with permission of the principal
6. Religious holidays (Written request by a parent must be received 24 hours before the holiday.)
7. Emergencies or unusual circumstances to be recognized by the principal or person designated.

***NOTE: Students who are tardy to school must bring a written excuse the day they are tardy, signed by their parent; otherwise, the tardy becomes unexcused. E-mail excuses are not acceptable. The official attendance time is 10:30 a.m.***

### TARDY POLICY

The Pilgrim Academy tardy policy has been developed to emphasize the importance of each student being in the classroom for the entire period and arriving on time to school every day. During the first ten days of school, all teachers will be working with their students, focusing on getting organized and arriving in class on time or early every day. The tardy policy will be effective on the 11<sup>th</sup> day of school and will be implemented consistently throughout the school day. A student is tardy if he/she is not in their class by 8:35 a.m. After the third tardy, parents will be contacted to resolve tardy frequency.

### ARRIVAL ON CAMPUS

Students will not be allowed to enter the building before 7:30 a.m. unless they are under the supervision of a teacher or administrator (tutorials & practice).

- **3<sup>rd</sup> - 8<sup>th</sup> grade** students who arrive at school between 8:00 a.m.- 8:30 a.m. will enter through the **middle school** gates and report directly to their grade level pod. Students will then sit quietly outside their classroom until 8:30 a.m.
- **Pre-kinder and kinder** who arrive at school between 8:00 a.m.- 8:30 a.m. will enter through the **Pre-K/Kinder** gates and report directly to their grade level pod. Students will then sit quietly outside their classroom until 8:30 a.m.
- **PALS, SLC 1st and 2nd grade** students who arrive at school between 8:00 a.m.- 8:30 a.m. will enter through the **cafeteria** and report directly to their grade level pod. Students will then sit quietly outside their classroom until 8:30 a.m.
- After 8:30, all students will enter through the front entrance.

Breakfast will be served daily in the classrooms. Pilgrim students will be served breakfast daily through the district's sponsored breakfast in the Classroom Program.

#### ***STUDENTS LEAVING CAMPUS***

Students will not be allowed to leave the campus with any person other than a parent or legal guardian unless they have a note of authorization from the parent or guardian. **If parents want their child to leave school before the school day is over, a note must be sent to the attendance clerk in the main office (with a phone number where you can be reached for verification) stating the time and reason for the early departure of your student.** Students must be checked out through the main office by the parent or guardian —only after providing proof of identification will they be released from class. Students will not be released to anyone without authorization. In the case of questionable custody, students will only be released to the parent who has signed the enrollment card unless a court order has revoked this.

Students are to be picked up promptly at the end of the school day. In an emergency, the parent must call the main office to notify them of the situation. Your child will continue to be monitored for additional time. If a child is left 30 minutes after the school day ends without previous notification and the school cannot get a hold of emergency contacts, your child could be placed under the supervision of HISD Police until a parent or guardian can pick them up.

#### ***MEDICAL PROCEDURES***

**Medication:** Children are not allowed to bring or self-administer ANY medication to school, including over-the-counter (OTC) medications. An HISD permission form must be completed and signed by Healthcare Provider with prescribing privileges AND parent. Parents must bring medication to school. If a controlled substance (Schedule II), you must count medication with clinic staff. If your child has an inhaler or Epi-pen, they MUST have a note from Health Care Provider to carry/self-administer in school. All forms for medication administration are available in the nurse's clinic. All medication must have prescription labels and be in original packaging, even OTC.

**Illness/Fevers:** If your child is ill with a fever, they cannot return to school until they are free of fever for 24 hours without fever suppressing medication use. Medication can reduce fever but will not treat the cause of the fever. This means your child is still contagious.

Those given a Medical Referral with a highlighted portion referring to Texas Rule 97.7, you MUST return this to the nurse's office with Health Care Provider release for the student to return to school. If you believe the fever is due to your child receiving a vaccination in the past 48 hours, please provide vaccination proof.

**Exclusions:** If your child needs exclusion from any activity, an order is required from your Healthcare provider with a date they can return to activity. This includes exclusions from Physical Education, Recess, or Cafeteria.  
**Accommodations:** If your child needs accommodations due to injury, a Health Care Provider must send an order outlining what activities to avoid and a date when the child can resume those activities.

**Lice:** Do not send children to school with live lice. Please send a note with information on when and how the child was treated. Please be aware; no current treatment kills all nits (eggs); please follow directions on the box for repeat treatment in the time specified to ensure no reoccurrence from surviving nits/eggs.

**NOTE:** **The school must have a current home, parent work, and emergency phone number if an emergency occurs. Please be sure to notify the school as soon as these numbers change.** The nurse will not be able to administer any medications unless permitted by the doctor. Students are not allowed to administer their medications during the day.

#### ***STUDENT CONDUCT***

The Pilgrim Academy Discipline Plan has been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Excellent and acceptable student behaviors are by far the most frequent occurrence at Pilgrim Academy. However, on a poor behavior judgment by a student, you will find the faculty and administration committed to upholding campus behavioral expectations.

Pilgrim Academy expects students always to display good behavior. This includes, in their classrooms, cafeteria, gymnasium, restrooms, dismissal areas, hallways, playground, gathering places, and all core-enrichment classes. This also includes all school-sponsored trips and events on and off-campus. If a student consistently disrupts or impedes the learning process, parents will meet with teachers and appropriate administrators to establish a behavior plan.

No student has the right to distract his classmates from learning. The disruptive student creates an environment in which it is difficult to learn.

There is a clear separation between punishment and academic grades. No teacher may lower a grade for behavior. However, there is a relationship between conduct and success in the classroom. Students consistently unprepared, off-task, or talking out of turn will invariably struggle to maintain acceptable grades.

Keep in mind that although all your teachers support a standard, consistent discipline policy, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. NOTE: The individual teachers will explain elementary and Middle School discipline policies at Orientation/Open House in the Fall.

A student's conduct grade is calculated and assigned by the teacher at the end of every grading cycle. A child's conduct grade can be lowered for various misbehaviors, including but not limited to the following: being off-task, rudeness, talking, eating, disrespect, horseplay, being unprepared, violating class rules, dress code violations, excessive tardiness, and other infractions. In most instances, the teacher will issue a formal warning, but that is not always required. Special Note: Any reported "P" in conduct (report card, progress report, or discipline report) might affect student participation in dances, intramural sports, and other extracurricular activities

#### ***Public Display of Affection (PDA)***

Public Display of Affection (PDA) is defined as; students kissing, holding hands, hugging, or embracing each other in a manner seen as objectionable or excessive. Pilgrim Academy has a no-touch or PDA policy. Any contact with another student that is considered overly affectionate is NOT acceptable.

If caught, the following consequences apply.

First Offense- Student Conference & Parent notified

Second or repeated offense-parent notification and 1 or 2 days of lunch detention as assigned by the classroom teacher or school administrators.

#### **STUDENT USE OF TECHNOLOGY AND DIGITAL LEARNING DEVICES**

Pilgrim Academy strongly believes in the value of using technology for curriculum support and student learning. Parents and students must understand that the school will not tolerate any violation of the district's Technology Acceptable Use Policy stated in the HISD Student handbook. Technology use and digital information access are strictly for educational purposes only.

#### **CELLULAR PHONES AND OTHER PERSONAL TECHNOLOGY DEVICE POLICY**

**Cameras, Media Players, and Recording devices** – may not be used on campus without a teacher's specified permission. These devices should not be taken out and used outside the classroom or in any school area where teacher supervision is not present. Students may not take pictures of other students unless that/those student(s) have given permission. No one may post pictures of Pilgrim Academy students on the internet without written parental consent.

**Cell Phones-** Cellular phones and other personal communication devices are strictly for emergency purposes only. If brought by the student, these devices should be turned OFF and **stored in the backpacks**. If a cell phone goes off during the instructional day or a student is texting or making phone calls, it will be taken away and turned in to an administrator. Only the parent or guardian of the student will be able to pick up the phone in the main office from one of the campus administrators. The parent at this time will also be charged a \$15.00 fine. If a second offense occurs, a \$25.00 fee will be assessed, and if there is a third or more violation, the cell phone or electronic device will be confiscated by an administrator and stored until the last day of school. The parent can pick up the phone on the last day of school.

### ***STUDENT USE OF TELEPHONES & MESSAGES TO STUDENTS***

Student use of the telephone is prohibited except in the case of an emergency. **Special arrangements for afterschool dismissal need to be established before a child comes to school each day.** Parents are to leave messages for their child ONLY in an emergency. ***NOTE: Due to the job responsibilities of our staff, any phone messages left during the day will be delivered to the students in the hour before dismissal, so plan accordingly.*** Students will NOT be dismissed from class until the parent arrives in the main office to sign their child out of school. NO child will be released to anyone other than the persons listed on the emergency contact form. Changes cannot be made to a student's dismissal procedures without talking to the front office.

## **COMMUNICATION SYSTEM**

### ***PARENT/STAFF COMMUNICATIONS***

All parents are encouraged to contact the appropriate staff members when they have a question or concern about their child's progress or lack of progress. All teachers can be reached by leaving a message in the front office or communicating with them directly via e-mail, all calls, a note, or a message via Class Dojo. Teachers will contact parents within 24 hours after receiving the message. Additionally, every Friday, parents will receive a newsletter with up-to-date information.

### ***PARENT/TEACHER CONFERENCES***

If parents wish to arrange a conference with a teacher, they must schedule conferences at least 24 hours in advance. If the parent or teacher needs to cancel, it is vital to communicate this change as soon as possible. Parents should call the school and leave a message for the teacher to call them to schedule a conference. If a parent wants to meet with several of their student's teachers, conferences will be scheduled for the weekly grade-level meetings that all teachers attend. Please call or e-mail the identified homeroom teacher to schedule.

### ***SPECIAL EDUCATION PARENT INFORMATION MEETINGS***

All parents of special education students are encouraged to attend ARD meetings that are scheduled during the year. These meetings are designed to talk about progress and to keep parents informed. Parents will be informed of meeting dates throughout the school year.

## **GENERAL POLICIES**

### ***HOMEWORK***

Homework is an extension of the classroom – a reinforcement, enrichment, or completion of work taught. It is imperative that the child can keep track of assignments, projects and can remain organized. **It is the student's responsibility to write down assignments and be confident that he/she understands directions before leaving school.**

- Homework should be done by students independently of parents.
- Elementary teachers coordinate plans, so that total homework time is not excessive.
- Depending upon the nature and purpose of the assignment, homework may be graded or only checked.
- Frequently the homework assignment is independent reading or reading in a content Area so that the student is fully prepared to participate in the classroom activities.

### ***LATE WORK***

It is essential to complete all your homework assignments to get the most out of the teacher's daily lesson. Plan the work on major assignments well so that you will not be overwhelmed as the due dates approach. All work is expected to be completed and turned in to the appropriate teacher at the beginning of class.

**If you are absent the day an assignment is due, it must be turned in upon your return.**

***The student's responsibility is to keep track of any make-up work assigned on the day(s) you were absent.*** Your assignments are due according to the number of days the student was absent (i.e.: 1 absence = 1 day make-up).

### ***GRADING AND EXTRACURRICULAR ACTIVITIES***

A report card is issued to the parents at the close of each six weeks. Numerical grades are used according to the following interpretation:

90 -- 100	Excellent quality of work - thorough mastery of subject matter
80 -- 89	Good quality of work - above average with consistent effort
75 -- 79	Satisfactory quality of work - average achievement
70 -- 74	Below-quality work expected - below-average achievement
50 -- 69	Unsatisfactory quality of work - poor work, failing

Grades are based on tests, quizzes, daily participation, reports, projects, written assignments, and presentations. Teachers will explain to students and communicate to parents their specific grading procedures.

#### **NOTE:**

Under the state's "no pass/no play" law, eligibility for participation in extracurricular activities during the first six weeks of the school year is determined by a student's grades from the final grading cycle of the previous school year or the number of credits earned during the previous school year. After the first six weeks, a student who receives a grade lower than 70 (or the equivalent) in any academic course is ineligible to participate in extracurricular activities during the first three school weeks of the next grading period. During that time, the student may continue to practice or rehearse with other students but may not participate in any competition or public performance.

### ***ACADEMIC DISHONESTY***

Academic dishonesty" or "scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student or another individual (such as but not limited to, submission of essentially the same written assignment for two classes or courses without the prior permission of the instructor), or the attempt to commit such an act.

### ***PROGRESS REPORTS***

Progress reports will be distributed during the 4<sup>th</sup> week (in between the report card distributions for the 9- week grading period) as noted in the school calendar.

### ***TEXTBOOKS***

Students will be issued textbooks for their use. These are the school district's property and must be turned in at the end of the year showing only reasonable wear. Parents and students are responsible for the replacement cost of lost or damaged books. Teachers maintain a record of the number and condition of issued textbooks and conduct book checks periodically throughout the school year. Failure to pay for lost or damaged books will result in a student not receiving a report card at the end of the year.

### ***LOST AND FOUND***

Parents are encouraged to put children's names inside clothing and personal things so that items can be identified and returned when a student loses them. The nurse will be given all lost sweaters, jackets, and clothing. Parents may look through the lost and found at any time. Items are emptied from the containers at the end of each 9-weeks. At this time, all unclaimed items are donated to a local charity at the end of each nine weeks.

### ***FIELD TRIP POLICY***

A signed field trip permission slip must be returned before a student can leave campus on a field trip. Students are given adequate time to get a field trip permission slip signed and returned to school. **No student will be allowed to go on a field trip without a signed parent permission slip. Parents desiring to chaperone are welcome to attend, providing that they have submitted an application to volunteer and have a cleared background check. Parents will NOT be allowed to attend school trips if these requirements are not met.** Suppose for any reason an administrative/ parental decision has been made for a child not to attend a field trip. In that case, arrangements will be made to accommodate the child to attend the regularly scheduled school day.

### LIBRARY POLICIES

One of our goals this year is to reduce the number of overdue or lost books. To help students accomplish this, elementary students may check out library books every seven (7) days as follows:

Grades PK and Kinder: May check out one book weekly with parental permission Grade 1:

May check out one book

Grade 2: Fall Semester – May check out one book Spring

Semester - May check out two books

Grades 3 - 5: May check out three books

Middle School students may check out up to 2 books at a time for 14 days. These books may be returned, and another two (2) books checked out at any time.

Library books are permitted to be renewed when checked in.

*Note: If library books are more than two weeks overdue, students will not be able to check out any books until the past due books are returned.*

### Pilgrim Academy Dress and Grooming Standards

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#### K-8 STUDENT DRESS CODE

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##### Pre-Kindergarten -5<sup>th</sup> Grade Students

Monday through Friday, pre-kindergarten- Fifth<sup>th</sup> grade students can wear blue jean bottoms and red and white polo-type shirts only. Polo-type shirts should be no longer than the child's waistline.

Baseball caps, hoodies, sweatpants, joggers, jeggings, leggings, tights, athletic or dance pants are not permitted.

Jeans with holes, rips, or shredding are not permitted, even if the skin is not showing. Tights or leggings underneath do not compensate for the holes.

**Each Friday is Spirit Day. Students may wear a Pilgrim spirit shirt or a college shirt with their blue jeans.**

##### 6<sup>th</sup> -Grade Students

Monday – Friday, these students are required to wear khaki pants and grey polo-type shirts only. Polo-type shirts should be no longer than the child's waistline. During the winter months, the sweaters the students wear must also be grey and without a hood.

##### 7<sup>th</sup>- Grade Students

Monday –Friday, these students are required to wear khaki pants and black polo-type shirts only. Polo-type shirts should be no longer than the child's waistline. During the winter months, the sweaters the students wear must also be black and without a hood.

##### 8<sup>th</sup>- Grade Students

Monday –Friday, these students are required to wear khaki pants and red polo-type shirts only. Polo-type shirts should be no longer than the child's waistline. During the winter months, the sweaters the students wear must also be red and without a hood.

##### Friday 6<sup>th</sup> – 8<sup>th</sup> Grade

**Each Friday is Spirit Day. Students may wear their respective Pilgrim sports team (soccer, baseball/softball, or track), a college shirt, or a Pilgrim spirit shirt.** Students should plan to wear their khaki pants and their required grade-level color polo-type shirt until they have purchased the appropriate shirt. **NO JEANS are to be worn by middle school students at any time.**

*Creating the proper atmosphere for learning is vital and something with which our entire school community can contribute. To ensure that the health standards, safety conditions, and the proper educational decorum are maintained, the following grooming guidelines shall always apply unless otherwise adjusted by an administrator.*

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## GENERAL GUIDELINES

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Students are not to wear tight, loose, revealing, sagging, baggy, or short clothing.

Examples of unacceptable clothing according to this guideline include biker shorts, miniskirts, tank tops, backless apparel, midriffs, see-through clothing, or deliberately cut or torn garments.

Students are prohibited from wearing clothing with visual, written, or implied messages that will disrupt the school environment.

Examples of such prohibited visual, written, or implied messages include, but are not limited to, the following: drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and insults to race, religion, gender, or ethnicity.

An American flag or any state flag or facsimile thereof may not be attached to a garment, jewelry, or any other item in a disrespectful manner.

Clothing must be worn in the manner it is designed; clothing shall not be worn inside-out.

Students are prohibited from wearing any form of dress or accessory identifying him or her as a member of or promoting a gang, cult, or other unauthorized student group or symbolizing the beliefs of such a group, i.e., territorial designations (zip codes, area codes, hometowns), or five- or six-point crowns, or designs or symbols identified by local, state, or federal law enforcement agencies or HISD.

Students must wear appropriate underclothing. No colored t-shirts will be allowed to be worn under clothing. White undershirts are only permitted. Undershirts must always be tucked in and should be no longer than the waistline.

Students may not wear pajama tops or bottoms, house shoes, or slippers.

Students in grades 2 through 8 must wear belts with pants that have belt loops.

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## SPECIFIC GUIDELINES

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### BLOUSES / SHIRTS

Tank tops, backless apparel, halter tops, midriffs, muscle shirts, tops with straps less than two inches or three fingers wide (whichever is greatest), sleeveless tops that are revealing (deep or low-cut), see-through blouses, tube tops, and deliberately cut-off or torn shirts are not acceptable. Blouses covering tube tops must be buttoned so as not to reveal the torso or shoulders.

All shirts must be worn so as not to expose the bare chest. The midriff must not be exposed when a student goes through the everyday activities of a school day (bending, stretching, reaching, etc.).

### SHORTS / SKIRTS / SKORTS

Students are permitted to wear shorts and other garments that are of an appropriate and modest length. The standard of minimum length is at the fingertips when arms are at the side.

### COLORED GLASSES / SUNGLASSES / CONTACTS

Students shall not wear colored glasses, sunshades, or distracting contacts in the building. If a student does not have a prescription to wear contacts, they should not be worn.

### HAIR / EYEBROWS

Student's hairstyle must not distract from or interfere with the learning environment. Hair must be neat, clean, well-groomed, and out of the eyes. A student's bangs may not extend below the eyebrows.

Shaved lines in eyebrows will not be permitted.

Letters, symbols, and designs beyond a single straight line that draw an individual's attention shall not be permitted. Extreme hairstyles (such as Mohawks) are not permitted.

The administrator reserves the right to determine if a hairstyle is disruptive to the educational process.

**SHORTS / SKIRTS/ SKORTS (continued)** Shorts must have a finished hem; jogging shorts, cut-offs, nylon shorts, biker shorts, wind shorts, or boxer shorts are not acceptable.

If it is deemed that there has been disregard of the dress code guidelines outlined above, the privilege of wearing shorts may be revoked.

Any student who violates this rule twice when wearing shorts will lose the privilege of wearing shorts for the remainder of the school year.

Skirts/skorts shall preserve modesty, and the hem may not be shorter than fingertip length when the student is standing. Slits, flaps, or other openings in skirts/skorts shall not be above fingertip length.

#### **DRESSES**

Dresses must follow the same rule for length as described for skirts. Slits, flaps, or other openings in dresses shall not be above fingertip length when the student is standing.

Dresses with straps less than two inches or three fingers wide (whichever is greatest) may not be worn. Dresses with spaghetti straps may not be worn.

#### **PANTS / BELTS**

Students are prohibited from wearing pants that present a safety or modesty issue.

Pants must be worn at waist level at all times. Sagging pants shall not be allowed. See-through pants are not allowed.

Students in grades 2 through 8 must wear belts with pants that have belt loops.

Exposed undergarments are prohibited.

#### **SHOES / FOOTWEAR**

To ensure student safety, closed-toe footwear must be worn at all times.

All students must wear footwear that is appropriate for outdoor play. Shoes must be appropriate for school. No wheelies!

Footwear traditionally worn around the home (i.e., house shoes, slippers) or to the beach (i.e., flip flop design, water shoes, athletic sandals, etc.) are not permitted.

#### **HEAD COVERINGS**

No headwear may be worn. This includes but is not limited to baseball caps, bandanas, wave caps, knitted hats, bonnets, athletic sweatbands, headwraps. These must be placed out of sight upon entering the building. Sunglasses are not permitted.

Headwear worn for religious purposes is acceptable. All other types of headwear worn or brought into the building will be confiscated, and disciplinary action will be taken.

Coats, jackets, sweaters, and sweatshirts with hoods may not be worn inside the building at any time.

#### **JEWELRY**

Necklaces that are no more than 14" can be worn if they are tucked inside the shirt. Earrings are not allowed to be any longer than a nickel or a ¼ of an inch round. No pocket chains are allowed to be worn. Male students are not allowed to wear earrings at any time.

No student shall be permitted to wear objects in or on other exposed body parts (i.e., nose, eyebrows, lips, tongue, etc.).

No student shall be allowed to wear "grills" or any other unnecessary type of orthodontic device.

#### **DRESS AND GROOMING VIOLATIONS**

Students who come to school in violation of the district or campus dress code will have the option of correcting the violation or being placed in In-School Suspension (at campuses with ISS) for the remainder of the day on a first offense.

According to The Student Code of Conduct (Level II offense), the second and subsequent violation(s) of the dress code will result in disciplinary action. In addition, parents may be asked to bring appropriate attire to school to correct the violation(s).

Each year there are "fads" that show up on our campuses. We are neither listing these nor making a regulation to cover all problems that may arise. When a fad starts on campus and becomes a distraction, it shall be immediately eliminated. It is impractical to list every possibility of dress and grooming.

**The principal of each campus shall apply the Grooming Code and make all final decisions regarding what is acceptable and appropriate, considering the age and activities of the students.**

#### **TATTOOS**

Tattoos or any other drawings on the skin must be covered/removed.

General Information
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**GENERAL TRANSPORTATION GUIDELINES**

At the beginning of the school year, parents will be asked to fill out an emergency dismissal form. The classroom teacher must get this back as soon as possible. Remember that the information turned in will be the instructions given to the teacher and the office staff. Children will only be released to the persons listed on the dismissal form.

Parents are requested to notify the office and the general education teacher as soon as possible when there is a change of address or phone number.

**CAFETERIA REGULATIONS**

1. There is to be absolutely no running in the cafeteria.
2. All students are to be seated while eating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables.
3. Students are to enter the serving line only at the designated entrance.
4. All students are responsible for putting their milk cartons, ice cream wrappers, etc., in the trashcans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).
5. Conversations conducted at normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.
6. Students are NOT to leave the cafeteria WITHOUT permission from the monitor.
7. No students may enter or remain inside the classroom building during their lunchtime without passes. This includes all student groups who meet during lunchtime.

Parents are encouraged to join their children for lunch, pending COVID guidelines. Please advise the office 24 hours in advance. Please report to the office to sign in and get a visitor's badge when entering the building. Call the front office for individual class lunchtimes. School menus are sent home at the beginning of every month. Students may bring lunches from home and purchase additional items in the cafeteria. However, due to nutrition guidelines and the possibility of another child having a food allergy, students should not share food. Cost and availability of food a la carte items are available from the cafeteria.

***Toys, radios, recorders, tablets, electronic devices with earplugs, video games, etc., are not to be brought to school or used during lunchtime. The school is not responsible for the loss or disappearance of such items.***

**AFTERSCHOOL ACTIVITIES**

Students are encouraged to participate in extracurricular activities that are available at school. All students staying after school should adhere to the following guidelines:

- Always remain with the teacher/coach
- Students are to remain in the designated club area
- Students will not be allowed to leave campus and then return for the activity. Students are to remain at school until club/sport is over
- Students are to leave campus as soon as the club/sport is over. Parents, please pick up your student within 10 minutes after the club dismisses. A constant delay in pick up could make the student ineligible to participate.

**Disclaimer**

All Pilgrim Academy policies are made in compliance with District, State, and Federal guidelines. Pilgrim Academy reserves the right to change or apply the policies described herein at their discretion.