

# STUDENT HANDBOOK

## **PILGRIM ACADEMY**

**6302 SKYLINE DR.  
HOUSTON, TX 77057**

**School Year 2022-2023**



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# 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 class at least eighty-five (85) days with no more than ten unexcused absences for the school year. **This policy means that credit may be denied when a student accumulates his 10th unexcused absence for the school year.** The attendance committee will convene to review all excessive absences. Excessive absences are indicated by an asterisk (\*) on the report card every six weeks. If an absence is recorded as excused and the student is academically successful, the asterisk is automatically removed after the last six-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 (medical documentation required)
4. Weather or road 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 an unexcused absence. E-mail excuses are not acceptable. The official attendance time is 10:00 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 11th 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.

## ARRIVAL ON CAMPUS

Students will not be allowed to enter the building before 8:00 a.m. unless they are under the supervision of a teacher or administrator (tutorials & practice).

- **Third - eighth 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.
- **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.
- **PALS & SLC** will enter through the **front** doors unless they are on district transportation. Students transported by the district will enter and exit through the cafeteria.

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**

For the safety of all students, children will not be released to anyone without proper authorization. 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 (with a phone number where the parent can be reached for verification). Students must be checked out through the main office by the parent, guardian, or verified adult **–only after providing proof of identification.** In the case of questionable custody, students will only be released to the parent who has signed the enrollment card unless this has been revoked by a court order.

Students are to be picked up promptly at the end of the school day. In the event of 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 is unable to 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.

### **TRUANCY**

Students are considered truant after their third consecutive absence. The teachers and campus attendance committee will contact parents by phone to alert them of their absences. If the parent cannot be contacted, the committee will move forward with a home visit/wellness check to ensure the students safety or continued residence in our zone. Continued truancy past ten days, consecutive or non-consecutive will result in being placed on an attendance contract. Violation of an attendance contract is grounds for case submission to district/county attendance support.

# MEDICAL PROCEDURES

**For the school nurse to be pro-active regarding the student's health, it is ESSENTIAL that the school has parent(contact) current home, work, and emergency phone numbers. Please notify the school as soon as possible should this important information change.**

**Medication:** Students are NOT allowed to bring to school or self-administer ANY medication including over the counter (OTC) medications such as, Tylenol, Advil and/or Motrin without prior doctor's approval. Any medication administered at school, requires a completed HISD permission form signed by the Healthcare provider AND parent. All medication must have original prescription label and in its original packaging. All medication will be counted by school staff and documented.

If your child requires an Inhaler, student MUST have a prescription from a Health Care Provider to carry/self-administer in school. If your child requires an EpiPen, this medication must not be carried/self-administer by student. This medication requires emergency intervention after administration which requires it to be kept in the school clinic. All medication administration forms are available upon request in the school clinic.

**Illness/Fevers:** If the student has a fever, please let the student remain at home. Medications (Tylenol/Advil) can reduce a fever but will not treat the cause of the fever. This means the student is still contagious. Remember, the student cannot return to school until they are free of fever for 24 hours without the use of fever suppressing medication.

If you were given a Medical Referral with a highlighted portion referring to Texas Rule 97.7, you MUST return this to nurse with medical release for student to return to school. If your child received a vaccination in the past 48 hours and believe the fever is due to this, please provide proof of vaccination.

**Exclusions:** If your child needs to be excluded from any activity, your Health Care Provider must provide a Physician's order specifying the activity excluded and the date they can return to regular activity. This includes exclusions from Physical Education, Recess and/or Cafeteria. The school nurse must be made aware of any required exclusions

**Accommodations:** If your child needs accommodations due to an injury, your Health Care Provider must send a Physician's order outlining what activities to avoid and a date when child can resume those activities. The school nurse must be made aware of any required accommodations.

**Lice:** Do Not send student to school with live lice. If it is determined that your child has lice, they will be removed from their class to prevent spreading until picked up by parent. Before returning to school, the student must be rechecked by the school nurse for effective treatment. Please be aware, one treatment does not kill all nits (eggs). Please follow directions for repeat treatments in the time specified to insure no reoccurrence from surviving nits (eggs).

**NOTE: The nurse will not be able to give administer any medications unless given permission by a doctor. Students are not allowed to administer their own medications during the day.**

# STUDENT CONDUCT

Pilgrim Academy's discipline plan has been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good 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 enforcing rules and punishment as consistently as possible.

Students are expected to always 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/or events on and off campus.

If a student consistently disrupts or impedes the learning process, parents will be contacted to meet with teachers and/or appropriate administrator 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, will invariably struggle to maintain acceptable grades.

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. NOTE: Elementary and Middle School discipline policies will be explained by the individual teachers 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 a variety of 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, etc. 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) may affect student participation in non-curricular activities such as dances, intramurals, field trips, sports, etc.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public Display of Affection (PDA) is defined as; students kissing, holding hands, hugging, and or students embracing each other in a manner that can be seen as offensive or excessive. Pilgrim Academy has a no touch or PDA policy. Students physically touching or any contact with another student that is seen as affectionate in nature is NOT acceptable. Students caught engaging in PDA will receive the following consequences:

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 and or school administrators.

## **MUTUAL COMBAT (FIGHTING)**

Mutual Combat (fighting) will not be tolerated on campus. Fighting is a severe act of misconduct and may result in appropriate consequences that will address the severity of the offense or repetitive misbehavior. School administrators will consider factors such as self-defense, intent, and severity when formulating a resolution. HISD schools have been authorized the placement of the student in in-school suspension or out-of-school suspension for up to three school days per occurrence. Students who violate school fighting

restrictions on multiple occasions will be subject to referral to a District Disciplinary Alternative Education Program (DAEP).

### **CONTROLLED SUBSTANCES**

Controlled substances are not allowed on campus and being in possession of them on campus is a direct violation of district policy and state laws. Students found to be in possession of or are suspected of possessing illegal substances on campus, are subject to suspensions of up to 3 days per incident and a possible referral to local law enforcement. The following are examples of substances prohibited on campus: marijuana, tobacco, e-cigarettes (vapes), and nicotine gums. School administration is committed to its students and can provide referrals to treatment facilities upon parent request.

### **BULLYING**

Bullying includes a single significant act or pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct that physically harms a student, damages a student's property, or places a student in reasonable fear of harm to the student's person or of damage to the student's property. When bullying is severe, persistent, or pervasive, the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Pilgrim Academy is committed to the swift, thorough, and appropriate handling on all bullying allegations.

### **THEFT**

Theft of belongings is a serious offense. Students are discouraged from bringing personal items of high value to school. Should a student or staff member find themselves a victim of theft, school administration will approach each case appropriately. Violations of the district policy may be subject to suspension, and in severe cases, pending referral to a District Disciplinary Alternative Education Program (DAEP).

### **VANDALISM**

Pilgrim Academy prides itself on being a beautiful, clean campus. Our custodial staff works around the clock to ensure that the facilities are well kept. Students that deface, mangle, or destroy, school property are subject to resolutions that can include approved reparative duty, suspensions, or another behavioral referral.

# 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 is strictly for educational purposes only.

## CELLULAR PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES

**Cameras, Media Players and Recording devices** – may not be used on campus without a teacher's specified permission. These devices are not to be taken out and used outside of the classroom or in any school area where teacher supervision is not present. Pictures of other students may not be taken unless that/those student(s) have given permission. Any pictures of Pilgrim Academy students may never be posted on the internet without written parental consent.

**Cell Phones-** Cellular phones and other personal communication devices are strictly for emergency purposes only. These devices if brought by the **student should be turned OFF and are to be stored in the backpacks.** If a cell phone goes off during the instructional day, if a student is caught texting, or making phone calls it will be taken away and will be 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. A \$25.00 fee will be assessed for second and subsequent offenses.

## STUDENT USE OF TELEPHONES & MESSAGES TO STUDENTS

Student use of the telephone is prohibited except in the case of emergency. **Special arrangement for after-school dismissal needs 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 prior to 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.

## APPROPRIATE USE OF TECHNOLOGY

Students are expected to use district technology appropriately and safely. Students are prohibited from using technology to interrupt learning. The use school technology for games, social networking, or anything other than educational tasks is a violation of school policy.

Students will not use technology to be unkind or abusive and will not write, post, or view anything deemed inappropriate by teachers, parents, and administration.



# COMMUNICATION SYSTEMS

## **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, phone calls during their planning, a note sent with students, or with a message via Class Dojo. Teachers are asked to 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 are to schedule conferences at least 24 hours in advance. If for any reason a situation arises where the parent or teacher need to cancel it is important plan as soon as possible. To schedule a conference, parents should call the school and leave a message for the teacher to call them. If a parent wants to meet with more than one or all 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.

## **CLASS DOJO**

ClassDojo is our school system of digital communication. School news, announcements, and happenings are posted to the school story. Classrooms and teachers have their own pages and may share important information and classroom activities. If you need assistance with connecting through ClassDojo, please contact your child's teacher. Messaging between parents, and staff is public record and subject to all local and district policies.

# GENERAL ACADEMIC 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 certain that he/she understands directions before leaving school. Homework should be done by students. Teachers coordinate plans so that total homework time is not excessive. Homework may be graded or only checked depending upon the nature and purpose of the assignment. If you have any questions or concerns about homework given, please contact your child's teacher.

## LATE WORK

It is important 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 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. It is the student's responsibility to keep track 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

## GRADING AND EXTRACURRICULAR ACTIVITIES

A report card is issued to the parents at the close of each six-week period. 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 take part 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

After the third week of school, all students will receive a progress report. Thereafter, student will receive progress reports as needed between grading cycles.

### TEXTBOOKS

Students will be issued textbooks for their use. These are the property of the school district and must be turned in at the end of the year showing only reasonable wear. Parents and students are responsible for 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 front office will be given all lost sweaters, jackets, and clothing. Parents may look through the lost and found anytime. Items are emptied from the containers at the end of each 6-weeks. At this time, all unclaimed items are repurposed for other students who may be in need.

### FIELD TRIP POLICY

A signed field trip permission slip must be returned before a student will be allowed to 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.** To be considered as a field trip chaperone, parents must have applied to volunteer, and have a cleared background check through the district website. Teachers will communicate their needs with parents and select chaperones as needed throughout the year. Parents will NOT be allowed to attend school trips if these requirements are not met. If for any reason, an administrative/parental decision has been made for a child not to attend a field trip, arrangements will be made so the child may attend the regularly scheduled school day.

### LIBRARY POLICIES

One of our goals 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:

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 two books.
Middle School	May check out up to two books at a time for a 14-day period.

**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.

# DRESS AND GROOMING STANDARDS

## K-8 STUDENT DRESS CODE

Pre-Kindergarten -5<sup>th</sup> Grade Students: Monday through Friday pre-kindergarten- fifth grade students are allowed to wear blue jeans or blue bottoms and red or white polo-type shirts only. Polo-type shirts should be no longer than the child's waistline. Jeans/bottoms should not have holes, or excessive shredding.

Sweatpants, joggers, jeggings, leggings, tights, athletic or dance pants are not permitted. Hoodies can only with the hood down. Each Friday is Spirit Day. Students may wear a Pilgrim spirit shirt or a college shirt with their blue jeans.

Sixth –Grade Students: Monday through Friday these students are required to wear khaki pants and grey polo-type shirts only. Polo-type shirts should not be oversized. During the winter months, the sweaters or hoodies must also be grey. Hoodies can only be worn with the hood down.

Seventh- Grade Students: Monday –Friday these students are required to wear khaki pants and black polo-type shirts only. Polo-type shirts should not be oversized. During the winter months, the sweaters or hoodies must also be black. Hoodies can only be worn with the hood down.

Eighth- Grade Students: Monday –Friday these students are required to wear khaki pants and red polo-type shirts only. Polo-type shirts should not be oversized. During the winter months, the sweaters or hoodies must also be red. Hoodies can only be worn with the hood down.

Friday 6<sup>th</sup> – 8<sup>th</sup> Grade: Each Friday is Spirit Day. Students may wear their respective Pilgrim sports team shirt (soccer, baseball/softball, or track), a college shirt or a Pilgrim spirit shirt. NO JEANS are to be worn by middle school students at any time.

## GENERAL DRESSING GUIDELINES

- Students are not to wear clothing that is tight, loose, revealing, sagging, baggy, or short.
  - Examples of unacceptable clothing according to this guideline include biker shorts, miniskirts, tank tops, backless apparel, midriffs, see- through clothing, and/or deliberately cut or torn garments.
- Students are prohibited from wearing clothing with visual, written, or implied messages that are likely to 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/or insults to race, religion, gender, or ethnicity.
- Clothing must be worn in the manner for which designed; clothing shall not be worn inside-out.
- An American flag or any state flag or facsimile thereof may not be attached on a garment, jewelry, or any other item in a disrespectful manner.
- 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 and/or HISD.
- Students must wear appropriate underclothing. Undershirts must be always tucked in and should be no longer than the waistline.
- Students may not wear pajama tops and/or bottoms, house shoes, or slippers.

## **SPECIFIC DRESSING GUIDELINES**

### **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 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 normal 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.

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.

### **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 eye at any time. Shaved lines in eyebrows will not be permitted.

Letters, symbols, and designs beyond a single straight line which draw attention to an individual shall not be permitted. Extreme hairstyles will not be permitted. The administrator reserves the right to determine if a hairstyle is disruptive to the educational process.

### **Pants/Belts**

Students are prohibited from wearing pants that present a safety and/or modesty issue. Pants must be always worn at waist level. Sagging pants shall not be allowed. See-through pants are not allowed. Exposed undergarments are prohibited.

### **Shoes/Footwear**

To ensure student safety, closed toe footwear must always be worn. All students must wear footwear that is appropriate for outdoor play.

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

### **Head Coverings**

The usage of non-religious head covering is not permitted on campus. Students should be easily identifiable during the school day and head coverings may inhibit proper identification. This includes but is not limited to baseball caps, bandanas, wave caps, knitted hats, bonnets, and athletic sweatbands. These must be placed out of sight (backpack, etc.) upon entering the building.

Headwear worn for religious purposes is acceptable. All other types of headwear worn or brought into the building can be confiscated and disciplinary action can be taken if not removed.

**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 larger than a nickel or a ¼ of an inch round. No pocket chains are allowed to be worn.

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.

**Tattoos**

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

**DRESS AND GROOMING VIOLATIONS**

Students who come to school in violation of the district and/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.

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

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.

# OTHER SCHOOL POLICIES

## TRANSPORTATION/DISMISSAL POLICY

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

Changes to dismissal must be in writing and submitted within 24 hours of the desired change. This is to ensure that the school informs all necessary parties of any changes and allows for a safer restructuring of dismissal procedures.

**Car Riders-** A car rider is defined as a student that is picked up by car through one of the two car lanes (Cafeteria, 1-2 grade; or Front of the School, 3-8 grade). For enhanced safety, Pre-Kindergarten and Kindergarten students are not permitted to wait in car rider areas.

**Bus Riders-** Students that ride either HISD or Private Busses will dismiss from the cafeteria area.

**Walkers-** Students who are walkers will leave campus (whether accompanied by a parent, sibling, or on their own) through one of the walker's exits: Cafeteria, 1-2 grade; or Gym 3-8 grade.

Pre-Kindergarten and Kindergarten students will remain in their classrooms and parents, or siblings must collect them from their teachers. No Pre-K or Kinder students are allowed to wait in car rider lanes.

Multi-grade level groups will dismiss according to the youngest sibling's dismissal area. (Ex. A family with students in 6<sup>th</sup>, 3<sup>rd</sup>, and 2<sup>nd</sup>, will dismiss from the cafeteria because the youngest sibling is in second grade.)

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 numbers to ensure adequate communication can be made.

## CAFETERIA REGULATIONS

- There is to be absolutely no running in the cafeteria.
- 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.
- Students are to enter the serving line only at the designated entrance.
- 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).
- Conversations conducted in normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.
- Students are NOT to leave the cafeteria WITHOUT permission from the monitor.
- 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. Please advise the office in advance. When entering the building please report to the office to sign in and get a visitor's badge. Call the front office for individual class lunch times. 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 or electronic devices with earplugs, video games, etc. are not to be brought to school or used during lunchtime. The school is not responsible for 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 expected to remain at school until club/sport is over
- Students are expected to leave campus as soon as club/sport is over. Parents, please pick up your student within 10 minutes after club is dismissed. A constant delay in pick up could make the student ineligible to participate.

### **DISCLAIMER**

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



