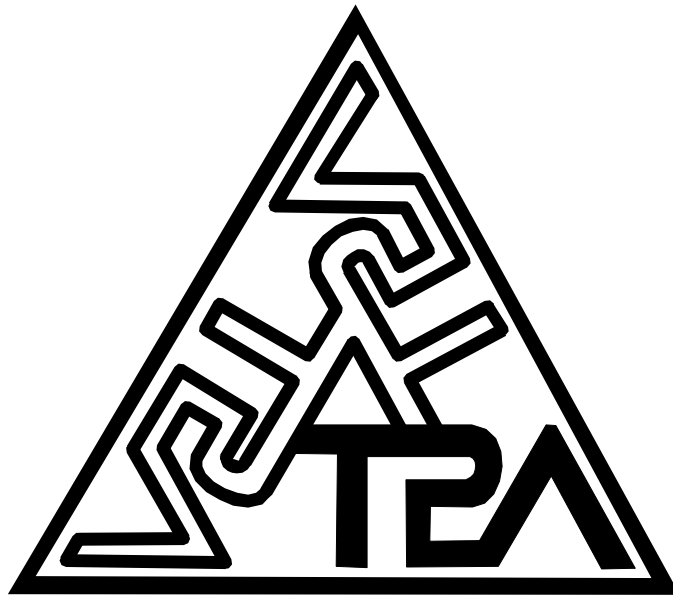


*The Pilgrim Academy*  
*Parent/Student*  
*Manual*



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Handbook updated July, 2008

*“Let this mind be in you, which was also in Christ Jesus:”*  
Philippians 2:5



***SINCE 1971***

A ministry of Emmanuel Church  
Egg Harbor City, NJ  
**Rev. John E. Sahl**

## TABLE OF CONTENTS

<b>YOUR SCHOOL</b> .....	5
<b>INTRODUCTION</b> .....	6
<b>PHILOSOPHY</b> .....	8
Purpose of this Handbook .....	8
Articles of Faith of The Pilgrim Academy .....	9
Mission Statement.....	11
Aims of The Pilgrim Academy .....	11
<b>PARENTAL SUPPORT</b> .....	12
Parent/Teacher Conference, Communication .....	12
Newsletters.....	13
Our Parent's Code.....	11
Complaint Procedure.....	13
<b>CONDUCT</b> .....	14
Principles of conduct.....	14
Attitude.....	15
Care of School Equipment.....	15
Church Attendance .....	15
Dating, Courtship, and Couples.....	15
Hall Passes .....	16
Lockers.....	14
Off-Campus Guidelines.....	16
Closed Campus .....	16
Prohibited Articles .....	16
Classroom Learning Environment .....	17
Lower School Playground Rules.....	17
<b>DRESS CODE</b> .....	18
Dress Standards.....	18
School-Wide Policies:.....	18
Upper School Girls' Uniform.....	19
Lower School Girls' Uniform.....	19
Upper School Boys' Uniform .....	20
Lower School Boys' Uniform .....	21
Dress-Up Day Dress Code – Grades 7-12 .....	22
Casual Dress Code for Basketball Games .....	23
Physical Education Regulations .....	23
<b>DISCIPLINE</b> .....	24
Basic Guidelines.....	24
<b>ATTENDANCE</b> .....	26
Arrival and Departure Time.....	26
Tardy Policy.....	26
Early Sign Outs.....	26
Excused and Unexcused Absences.....	26
Absences and Homework.....	27
Suspensions.....	27
Excessive Absences.....	27
Vacations.....	27

## Table of Contents

<b>ACADEMICS</b> .....	25
Semester Systems .....	25
Graduation Requirement.....	25
Grading System   GPA .....	28
Advanced Courses, Fine Arts, Tutorial Credit .....	28
Course Offerings .....	29
Key Activities.....	29
Key Activities.....	29
Library Services and Collection .....	28
Homework .....	30
Honor Roll.....	28
Dropping or Adding Subjects.....	30
Class Assignment.....	29
Promotion – Retention, K-12 .....	29
Research Policies and Plagiarism .....	29
Summer School.....	32
Timetable for College Selection .....	32
Senior Graduation Policies .....	33
Senior Covenant.....	31
<b>EXTRACURRICULAR</b> .....	34
Sports.....	34
Fine Arts Activities.....	35
<b>ADMISSION POLICY</b> .....	34
Re-Admission.....	34
Transfer Policy .....	34
Standards Regarding Home-Schooled Students .....	35
<b>FINANCE</b> .....	35
Insurance.....	35
Cost of Tuition.....	35
Payment and Collection Policies .....	36
Student Withdrawals.....	36
<b>GENERAL INFORMATION</b> .....	39
Non-school Party Policy .....	39
Field Trips.....	39
School Office.....	39
Inclement Weather .....	39
Self and Bus Transported Students .....	38
Cell Phones.....	38
Automobiles .....	38
Technology Policies.....	38
Class Rings .....	40
Visitors .....	41
Nursing Services, Medications, Illness or Emergencies .....	41
Pathogen Bloodborne Program .....	41
Communicable Disease Policy .....	41
Policy Concerning Child Abuse or Neglect .....	42
Annual Notice of Asbestos Management Plan .....	40

## YOUR SCHOOL

As a student at The Pilgrim Academy, it is now “your school.” Much of what Pilgrim is and can become depends upon students like you. How much you put into your education at Pilgrim will determine how much you take away, and how much your school’s reputation expands. You can come here, do the minimum, and just pass; or you can enthusiastically join into classes and activities and have the experience of a lifetime. In either case, your parents will pay the same tuition! In order to get the most out of Pilgrim, we suggest that you “drain your teachers dry” of as much information as possible. Ask questions, get to know them, and read their books and articles. Try to play at least one sport; in private Christian schools, this is part of a well-rounded education. We also recommend getting involved in music, drama, or some other aspect of fine arts.

Speak highly of your school in public, as it will reflect well on you and on Jesus Christ. The memories and friends that you create here will stay with you the rest of your life.

If the Administration or faculty can serve you in any way, don’t hesitate to ask!

### History

The Pilgrim Academy is a private, college preparatory, parochial (church-controlled), non-profit, Christian day school founded in 1971 by Dr. Warren Allem and the Emmanuel Church to serve the young people of southern New Jersey. The school has been stable with five headmasters in its history.

Dr. Warren A. Allem, Ed.D.	1971-1980
Robert A. Peterson, M.A.	1980-2003
Rev. John E. Sahl, M.A.	2003-2005
Hubert Hartzler, Ph.D.	2005-2008
Christopher N. Storr, B.S.	2008-present

1971 24 Students

Presently, over 400 Students

# INTRODUCTION

## Ownership

The Pilgrim Academy is incorporated under Emmanuel Congregational Church of Egg Harbor City, which dates back to 1903. The school has its tax-exempt status through Emmanuel. Emmanuel is an independent, Bible-believing church.

## Our Affiliations

The Pilgrim Academy is a member of several national and regional associations. We are a member of two national organizations, the American Association of Christian Schools (AACCS) and the Association of Christian Schools International (ACSI). Much of our fellowship with other teachers and students comes through competitions and conventions with the Garden State Association of Christian Schools and the Tri-State Athletic League, the latter of which Pilgrim was a founding member. We are also members of the Mid-Atlantic Association of Christian Schools, the American Christian Honor Society, and the New Jersey Business and Industry Council. Our accreditation is through the American Association of Christian Schools (AACCS).

It is by these associations that we are able to further teacher development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

## The Campus

The Pilgrim Academy campus consists of four interconnected buildings and a modular classroom on a 40-acre campus. The campus includes a Lower School Wing, Upper School Wing, Administration Wing, and a Gymnasium. In addition to classrooms, the Upper School wing also houses a library with over 20,000 volumes, a computer lab, and a music room.

Our multi-purpose gymnasium building has hosted hundreds of chapels, conferences, seminars, and championships, including Creation Science conferences with well-known speakers such as Ken Ham and Dr. Duane Gish,

Playing fields include softball, baseball, two soccer fields, basketball, tennis, street hockey courts.

Dr. Warren Allem and his wife Helen Allem, are buried in the Founders Plot.

The campus of Bethel Christian School was acquired in 2007 and includes three interconnected academic buildings, a beautiful gymnasium, outdoor soccer fields, garage, playground and picnic area.

# INTRODUCTION

## **Our School Spirit**

School Verse

I Corinthians 10:31 – “Whatsoever ye do, do all to the glory of God.”

## **School Emblem**

Our school logo was designed in 1974 by one of our early teachers, Mr. Wesley Meier, who went on to become a professional artist. The theme of the triangle symbolizes the Trinity – Father, Son, and Holy Spirit. The Trinity not only is the fullest expression of God, as revealed in the New Testament, but also provides the basis for understanding the proper connection between all unity and diversity in life.

## **School Colors**

The school colors are Red and White. Red symbolizes the blood of Christ, who died for our sins, while white symbolizes His purity and holiness.

## **School Mascot**

Selected by one of our first student bodies, our mascot is the “Pioneer.” The early Pilgrims were pioneers, taking their faith into a New World. Today, Pilgrim students are pioneers, being prepared to go out into a needy, dangerous world that doesn’t know Christ.

## **The Board: A Distinctive Institution**

Because you have selected a private school to meet the unique needs of your child, you want to make sure your school stays on course. In private schools, the final responsibility for such consistency belongs to the Board of Trustees, whose obligation is to support and further the general direction or mission originally set by the school’s founders. Pilgrim’s Board is the Board of Trustees of Emmanuel Church, which sponsors the school.

The basic work of the Board is to make sure the founding vision still lives – and will continue to live – within the school. The Board is entrusted with keeping a particular kind of educational vision current and viable. To that vision it must remain true.

The Pilgrim Academy is governed by Biblical educational principles and not popular opinion. Because the private school Board does not have to deal with politics, it is free to focus on the future.

The Board members are responsible for keeping their eyes on the big picture; they leave the school’s daily operation to the Headmaster and the staff that he hires.

Non Board members do not attend Board meetings unless invited as special guests.

The Board offers the expertise and vision necessary to keep the school’s mission alive and healthy for generations to come.

## PHILOSOPHY

### **“And ye shall know the truth, and the truth shall make you free.” (John 8:32)**

The purpose of The Pilgrim Academy is to assist the Christian parent in obeying the commands of Scripture: “Train up a child in the way he should go...” and, “...bring them up in the nurture and admonition of the Lord” (Proverbs 22:6, Ephesians 6:4). We exist as an extension of the Christian home in our society so that the Christian parent will not violate the Scripture which says, “Cease, my son to hear the instruction that causeth to err from the words of knowledge”. All subject areas are taught based upon of the principles found within the Word of God. “The fear of the Lord is the beginning of knowledge” (Proverbs 1:7).

The purpose of The Pilgrim Academy is to produce Christ-likeness in every student. To accomplish this purpose we want to provide conditions whereby boys and girls can receive the truth of God’s Word to develop Christ-like attitudes and actions. Jesus instructed His disciples in John 8:32, “And ye shall know the truth, and the truth shall make you free.” Not only is it our objective to teach the truth, but also to teach our students how to apply the truth wisely to their own lives. In I John 16:13 we are promised that, “When He, the Spirit of Truth, is come, He will guide you into all truth.”

Our Christian school has the responsibility to provide the best possible education. A Biblical viewpoint in the vital areas of life – spiritual growth, education, personal self-discipline, and patriotism – must be strongly stressed to each student during his years of training. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Additionally, our Christian school is to be an extension of the Christian home and church and thus provide a continuity of training for Christian young people.

As Christian educators, we desire to train each student to accept individual responsibility to God for his actions and to challenge him to glorify God in every facet of his life.

### **Purpose of this Handbook**

- Education is more than knowing how to make a living; it should stress how to live. We pray that each student will mature and conform to the image of Christ, helped by the education he receives here at The Pilgrim Academy. We live in a society of confusion where many do “that which is right in their own eyes.” God, however, is the authority of order. The administration recognizes that there may be some difference in standards among school families and realizes that some of our institutional standards will be different from some people’s personal standards. “Let every man be fully persuaded in his own mind” (Romans 14:5b). After prayerful and careful consideration, the Administration has determined policies and guidelines that will teach order, respect, and self-discipline as well as be conducive to the spiritual development and to the testimony of this school. It is our goal that these policies reflect Christ in the “real world” as much as possible. Each student should keep in mind that having rules does not mean the school is inflexible and uncaring.
- All students and parents are encouraged to read and be familiar with the Student Handbook. We desire to train all students, but we can only work with students who obey and with parents who support the guidelines set forth in this handbook. We do not expect our students to be perfect, but we urge students to strive for spiritual maturity.
- This handbook is designed to help the student adjust to school life easily. It is a source of information and instruction for the student.

**Questions concerning this handbook should be addressed to the Headmaster.**

# PHILOSOPHY

## ARTICLES OF FAITH OF THE PILGRIM ACADEMY

### **The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed (II Timothy 3:16, 17; II Peter 1:20, 21; Matthew 5:18; John 16:12, 13).

### **The Godhead**

We believe in one Triune God, eternally existing in three persons – Father, Son, and Holy Spirit – co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14).

### **The Person and Work of Christ**

- We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1,2,14; Luke 1:35).
- We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, and, that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24,25; I Peter 1:3-5).
- We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate (Acts 1:9,10; Hebrews 9:24, 7:25; Romans 8:24, I John 2:1,2).
- We reject, as unscriptural, that doctrine known as “Limited Atonement” (John 3:16; I Timothy 4:10; I John 2:2).

### **The Person and Work of the Holy Spirit**

- We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness and of judgment; and that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; II Cor. 3:6; I Corinthians 12:12-14; Romans 8:9; Ephesians 1:13, 14).
- We believe that He is the Divine Teacher who guides believers into all truth; and, that it is the privilege and duty of all saved to be filled with the Spirit (John 16:13; I John 2:20, 27; Ephesians 5:18).

### **The Total Depravity of Man**

We believe that man was created in the image and likeness of God, but that in Adam’s sin, the race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved, and of himself, utterly unable to remedy his lost condition (Genesis 1:26, 27; Romans 3:22, 23, 5:12; Ephesians 2:1-3,12).

### **Salvation**

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Ephesians 2:8-10; John 1:12; Ephesians 1:7; I Peter 1: 18,19).

### **The Eternal Security and Assurance of Believers**

We believe that all the redeemed, once saved, are kept by God’s power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:1,38,39; I Corinthians 1:4-8; I Peter 1:5). We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God’s Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13,14; Gal. 5:13; Titus 2:11-15).

### **The Two Natures of the Believer**

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and that all claims to the eradication of the old nature in this life are unscriptural (Romans 6:13, 8:12,13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; I John 3:5-9).

# PHILOSOPHY

## Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (II Timothy 3:1-5; Romans 12:1,2,14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1).

## Missions

We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Mark 16:14; Acts 1:8; II Corinthians 5:19,20).

## The Ministry and Spiritual Gifts

- We believe that God is sovereign in the bestowment of all His gifts; that the gifts of evangelists, pastors, and teachers are sufficient for the perfection of the saints today; that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed, and their authority became established (I Corinthians 12:4-11; II Corinthians 12:12; Ephesians 4:7-12).
- We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; I John 5:14,15).

## The Church

- We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born-again persons of this present age (Ephesians 1:22,23, 5:25-27; I Corinthians 12: 12-14; II Corinthians 11:2).
- We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27, 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

## Dispensation

We believe in the dispensational view of Bible interpretation but reject the extreme teaching known as "Hyper Dispensationalism," such as that teaching which opposes either the Lord's Table or water baptism as a Scriptural means of testimony for the Church in this age (Matthew 28:19,20; Acts 2:41,42, 18:8; I Corinthians 11:23-26).

## The Personality of Satan

We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Job 1:6,7; Isaiah 14:12-17; Matthew 4:2-11, 25:41; Revelation 20:10).

## The Second Advent of Christ

We believe in the "Blessed Hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for His redeemed ones; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom (I Thessalonians 4:13-18; Zechariah 14:4-11; Revelation 19:11-16; 20:1-6; I Thessalonians 1:10, 5:9; Revelation 3:10).

## The Eternal State

- We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25, 26; Revelation 20:5,6,12,13).
- We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Cor. 5:8; Phil. 1:23,3:21; I Thes. 4:16,17).
- We believe that the souls of unbelievers remain after death, in conscious misery until the second resurrection, when the soul and body reunited shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting punishment (Luke 16:19-26; Matthew 25:41-46; II Thes. 1:7-9; Jude 6,7; Mark 9:43-48; Revelation 20:11-15).

# PHILOSOPHY

## Mission Statement

The Pilgrim Academy exists to give each of its students a strong college-preparatory liberal arts education within the context of a Christian world and life view. The highest aim of the school is to see its students accept God's call to redemption and then apply Christianity to every area of life.

## AIMS OF THE PILGRIM ACADEMY

- To see each student realize he is a sinner and then place his faith in Jesus Christ as his Savior and Lord.
- To support the Biblical family.
- To have each student apply Biblical commandments, principles, ethics, and philosophy to all areas of life.
- To produce a culturally literate graduate, who is aware of the basic elements and heritage of Western culture.
- To help each student prepare and enter an honest calling – a profession or career that does not conflict with living the Christian life.
- To help students realize that they can serve Christ in any honest calling, not only full-time Christian service.
- To prepare some students for full-time Christian service, including the pastorate, teaching, and missionary work.
- To produce graduates who will serve both God and man.
- To produce graduates with a sound spirit and a sound mind in a sound body.
- To support the ministries of local churches who preach the fundamental tenets of the Christian faith.
- To produce a well-rounded graduate in the areas of the arts, athletics, work skills, and practical Christian endeavors.
- To produce a corps of Church leaders-full time Christian leaders, parents, teachers, statesmen, businessmen, etc., who will be "light and salt" in our society.
- To produce a literate graduate who has the math and verbal skills to function in our society.
- To give each college-preparatory student an education adequate to insure acceptance at the college of his choice, based on his interests and native abilities.
- To produce graduates who can cooperate with others.
- To serve as the chief educational arm of Emmanuel Congregational Church.
- To serve as a primary advocate of Christian education in South Jersey.
- To disseminate Christian truth, particularly that related to a Christian philosophy of learning and education, in the greater South Jersey area, through books, articles, literature, seminars, speeches, and conferences.
- To conduct our business and professional relationships in such a manner that will bring glory to God.

## **PARENTAL SUPPORT**

***“And, ye fathers provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord” (Ephesians 6:4).***

According to God’s revealed Word, The Pilgrim Academy does not replace the parental and local church training God requires. The goals of The Pilgrim Academy and the goals of each family **MUST** be in harmony for proper development in a child’s life. In order to obtain these spiritual, moral, and academic goals, parents are asked to adhere to the following guidelines:

- To provide an environment at home that is free from overt worldliness and philosophies contrary to Biblical teachings (Romans 12:2).
- To sign and support the school’s “Student Conduct Agreement” and “Parent Cooperation” forms (Amos 3:3).
- To teach and encourage good study habits at home (II Timothy 2:15).
- To encourage regular attendance and involvement in the local church (Hebrews 10:25).
- To pledge support to The Pilgrim Academy’s authorities, policies, and procedures, and if an issue arises, to go directly to the party involved in order to resolve any conflict or misunderstanding (Matthew 18:15).
- To not undermine or disparage the teachers, Administration, or other parents in the eyes of children or other parents (Ephesians 4:29).
- Speak the truth in love and in the spirit of meekness (Ephesians 4:15).

### **Parent/Teacher Conference**

At Pilgrim, we believe that parents are Biblically responsible for their children’s education (Deuteronomy 6:6-9). We are thankful for the trust and confidence parents place in us by giving us a part of the responsibility in the training of their children.

In order to protect the trust extended to us, we ask that parents pledge their loyalty to the Biblical aims and ideals of Pilgrim and bring any questions and/or criticisms to the administration so that they may be appropriately addressed.

Parents may request a conference with individual teachers at a time convenient to both parties. We ask parents not to go to the rooms to see teachers; access is always granted through the office.

Regularly scheduled conferences during school half-days are scheduled in the fall and early spring.

### **Parent-Teacher Communication**

Teaching is emotionally and spiritually draining so we ask that parents not call teachers at home (unless requested to do so) or discuss problems on the Lord’s Day, Sunday. To contact a teacher, parents should phone the office and request a call from the teacher. Messages will be responded to as soon as possible.

### **Counseling Service**

Pilgrim offers guidance services for everyone in the high school. The door is open to all students and parents. Feel free to go and talk to your counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, post graduate planning, information on colleges and careers, and visits by the military service.

# PARENTAL SUPPORT

## **Weekly, Quarterly Newsletter**

Each week, usually Friday, Pilgrim sends home a parent letter. Upper school students are notorious for not taking these papers home, but these reports are essential to good two-way communication between school and home. It is the student's and parent's responsibility to see that these weekly newsletters get home, as both student and parent are responsible for the information in them. The newsletter is also published on our website, [www.pilgrimacademy.org](http://www.pilgrimacademy.org)

The school also publishes and mails a newsletter containing not only school information, but also major speeches and research on education, theology, philosophy, and politics – all from a Christian viewpoint.

This publication has been well received not only in South Jersey but by political, educational, and Christian leaders nationwide.

## **Our Parent's Code**

Our parents play a vital part in the total program of The Pilgrim Academy. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all our parents, would make The Pilgrim Academy a school which would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the teachers and administration.
2. I will cooperate fully in the educational function of The Pilgrim Academy, doing my best to make Christian education effective in the life of each of my children that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance and make appropriate arrangements.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with Pilgrim in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the Biblical information found in Matthew 18:15.
8. I will seek the advancement of Pilgrim in all areas: spiritually, academically, and physically.
9. I understand that if I use foul language to a teacher or threaten a lawsuit to any staff member or the school as a whole, I will be asked to withdraw my family from the school.
10. As a Pilgrim parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit. I realize that Pilgrim is a voluntary association and that the school is only as good as I help to make it.

## **Complaint Procedure**

If you have a complaint, please take it up with the person most responsible and at the lowest level. For example, if you have a complaint about physical education class procedures, discuss it with the physical education teacher. This is usually the person most responsible to either make a change in your favor or to tell you why things are the way they are.

# CONDUCT

*“Let no man despise thy youth: but be thou an example of the believers, in word, in conversation, in charity; in spirit, in faith, in purity” (I Timothy 4:12).*

Pilgrim Academy students are expected to seek to live above reproach in all aspects of their daily life. Respect for God, country, family, teachers, fellow students, peers, and property is part of every Christian’s testimony.

## **Principles of conduct for every activity of The Pilgrim Academy:**

1. Proper respect is to be shown to all faculty and staff members whether in the halls, classroom, or off school grounds. A student is expected to answer in any inquiry of a faculty or staff member (or anyone acting in an official capacity) courteously, fully, audibly, and with a proper title (Eph. 6:1,2, Hebrews 13:7,17; I Thess. 5:12,13). Disrespect or disobedience to any authority will not be accepted.
2. Bullying & Harassment – We feel strongly that every student should feel comfortable here at TPA. Every student is expected to treat their fellow students with respect. Neither one of these activities are glorifying to God and will not be tolerated.

**Bullying** includes any deliberate hurtful behavior that is repeated over a period of time. Types of bullying are: Physical contact (hitting, kicking), indirect comments (spreading rumors, isolating a fellow student), direct comments (name calling, teasing), and any other inappropriate comments. **Harassment** includes any electronic, verbal, or written statement that attacks another person’s distinguishable characteristics, such as race, national origin, gender, or any other characteristic that can cause a person to feel they are in harm’s way.

The administration will deal promptly with anyone involved with either situation.

3. Respect for personal, peer, and school property is expected. Damages will be the personal responsibility of those involved in causing the damage. Intentional destruction of property may be a cause for dismissal, and certainly for restitution.
4. Lying, cheating, or stealing will not be tolerated. Students are not to keep a “code of silence” when knowing of wrongdoings but to speak the truth in love (Ephesians 4:15). Silence is consent.
5. Yelling, horseplay, fighting, and general misconduct are unacceptable whether on the playground, bus, in hallways or classrooms.
6. Chewing of gum on school properties or buses is not allowed.
7. School property is not for general use by students unless permission is acquired from school personnel.
8. The computers at The Pilgrim Academy are to be used for school assignments only. Checking Face book, My Space, or any other personal account is not allowed during the school day.
9. Students may be counseled and disciplined for endorsing the immorality featured in the media. Movies videos, games, or television programs containing unbiblical content and/or vulgarity are unacceptable at any time.
10. Rock and rap music is a major part of the counter-culture which has as its purpose planting seeds of rebellion, immorality, and lawlessness. Pilgrim students should purpose not to sing or listen to rock music. We understand our students will be exposed to rock music in our society, but we ask our young people to avoid it as much as possible since it is detrimental to their spiritual growth (Colossians 3:16-17; Ephesians 5:18-19).
11. Once a student is accepted at The Pilgrim Academy, he becomes a representative of the school. The Academy reserves the right to dismiss any student who consistently dishonors the Academy. Attendance at the school is a privilege and not a right. Students who do not consistently display a Christ-like attitude will be asked to leave, regardless of whether or not they conform to the specific rules.

# CONDUCT

## **Attitude**

*“For as he thinketh in his heart, so is he: Eat and drink, saith he to thee; but his heart is not with thee” (Proverbs 23:7).*

*“Keep thy heart with all diligence; for out of it are the issues of life” (Proverbs 4:23).*

All students and teachers are to maintain a Christ-like attitude at all times. Constant or repeated complaining, repeated violation of rules and regulations, and a critical spirit are unhealthy to the student and the school body. Making light of Bible classes, chapel programs, or guest speakers is unacceptable. No student will be permitted to ridicule or mock other students, school rules, or school personnel. A proper Christ-like attitude prevails only as we give ourselves to consistent daily devotions and prayer.

## **Care of School Equipment**

God has richly blessed the school and has provided every item found in the school. As every Christian is a steward for God, it is expected that each student treat school property with care and respect. Students are urged to help keep floors and grounds free of paper and other unsightly materials.

Students are not to borrow materials or clothing from fellow students or from the school without proper permission from the owner or authority involved.

Damages to school property will be assessed to the offending student(s). The individual causing willful damage will be punished and required to make restitution.

## **Church Attendance**

In accordance with the clear Biblical teaching concerning the local church (Hebrews 10:25), each student is encouraged to faithfully attend all regular services of a Bible preaching church. Students who are not affiliated with a Bible-preaching church are encouraged and invited to attend the school’s sponsoring church or a church with like faith and doctrine. Although church attendance is not required, since Pilgrim accepts some non-Christians, our goal is to see each student get saved and become a faithful church member. Families who do not attend church regularly will not be in sync with the school and its philosophy.

## **Dating, Courtship, and Couples**

Early dating, improper dating standards, and early engagement can hinder or destroy the goal of proper training for service in the Lord’s work.

One of the greatest steps in preparation for courtship, engagement, and marriage is the molding of proper friendships and especially the development of courtesy toward the opposite sex. In keeping with these objectives the following guidelines should be observed:

1. Dating on the junior high level (grades 7-9) is not permitted at school functions, and students are strongly discouraged from dating (I Corinthians 13:11).
2. Couples or mixed groups are only to be in areas supervised by faculty personnel (I Thessalonians 5:22).
3. There is to be no physical contact between male and female students. No boyfriends or girlfriends from outside the school are allowed on campus during school or practice hours. They may not sign students out.
4. Senior high students may bring escorts to the Spring Banquet.
5. Couples cannot ride to and from school or to and from school activities without parental approval.
6. Boys should defer to girls, open doors for them, and treat them in a gentlemanly manner.

# CONDUCT

## Hall and Late Passes

For a student to be dismissed from his assigned classroom, he must have a signed hall pass verifying his release. These passes must be obtained prior to arriving at the designated classroom. Students who are late to class should have a pass from the previous teacher with an explanation.

## Lockers

It is the responsibility of each student to take care of his locker. Lockers should be kept clean and orderly. Periodic locker inspections will be conducted in order to check for neatness and prohibited articles.

Students should never give their locker combination to another student, nor should a student open someone else's locker. These lockers are to be used to store books and personal belongings.

The school is not responsible for lost or stolen items and retains the right to confiscate inappropriate items stored in the school locker. Students are responsible to make sure their lockers are closed and locked. Students are to report unsecurable lockers to the office for repair.

## Off-Campus Guidelines

1. Where our students go and what they do is the concern of the institution they represent.
2. The Pilgrim Academy believes and teaches that standards of conduct and behavior represent a Christian's lifestyle and therefore are to be consistent at school and away from school. It is for this reason that Pilgrim enforces its discipline system for major offenses at and away from school.
3. No student may leave campus during the school day without permission from the administration. If a ride does not leave until later in the day, the student must remain in a designated supervised area until his ride leaves for home. If for any reason, a student needs to leave campus during these times, permission to leave must be secured from the office.
4. Students must be willing to open their My Space, Facebook, or any other account during a discipline investigation.

## Closed Campus

Pilgrim operates as a closed campus. Once students arrive, they may not leave the grounds without permission from the parents and administration. Students who attend extra-curricular activities may not leave the property and return unless their parents are in attendance and have given permission to do so.

## Prohibited Articles

Tobacco in any form, alcoholic beverages, medicines not prescribed for that student, narcotics, dice, playing cards, knives, guns, matches, explosives of any kind, electronic games, and anything depicting scenes or insignias associated with rock music or any entertainment which is not glorifying to God, are not permitted on school grounds at any time. Occult materials, including *Dungeons and Dragons* are not to be brought to school. Swastikas or other hate insignias are also not permitted (Romans 14:13,16,19,23). Additional items may be added as the Administration deems necessary. Cameras and electronic music devices (such as CD players, radios, video players and iPods), can only be brought with teacher permission and used only on appropriate days and areas. Any books or magazines brought to class must be for an assigned project, and the student must have the teacher's permission. Prohibited items will be confiscated and not returned to the student, and will result in disciplinary measures.

# CONDUCT

## Classroom Learning Environment

One key to learning is the atmosphere in the classroom. Since parents and students are paying for the privilege of studying and learning, this privilege should not be taken away by other students. Therefore, all students are expected to conduct themselves in a way that will be conducive to learning and to the learning of all of their fellow students.

The following general rules will assist in establishing and maintaining a proper learning environment:

1. Each student is to come to class with all necessary books and materials.
2. Each student is to bring a Bible to chapel.
3. Students are to be in their seats, ready for class, when the bell rings.
4. All assignments must be completed on time.
5. Students are expected to use their time wisely in study hall periods.
6. In an effort to demonstrate respect, students may speak only when given permission to do so, unless blanket permission in open discussion has been granted.
7. The student who needs to leave a classroom must have a pass from the teacher.
8. Students are not to move or disturb any classroom furniture or materials without permission from the teacher.
9. Students are expected to adhere to the teacher's classroom standards in a Christ-like manner.

## Lower School Playground Rules

1. Ask permission to re-enter the building when outside for recess.
2. Be courteous in your use of playground equipment. Wait your turn; share equipment with others; no extreme roughness between students..
3. Do not slide on the edge of the slide. Do not jump off or walk up the slide. Go down feet first.
4. Do not throw any objects.
5. Play away from the school doors and classroom windows.
6. No twisting swings together. No standing up on any swings.
7. Keep to the playground area only.
8. Students are to line up immediately in their class line when the bell rings or the whistle blows.

## DRESS CODE

***“Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven” (Matthew 5:16). “But the Lord said unto Samuel, Look not on his countenance, or on the height of his stature; because I have refused him: for the Lord seeth not as man seeth; for man looketh on the outward appearance, but the Lord looketh on the heart” (I Samuel 16:7).***

It is the position of The Pilgrim Academy that Christian young people should act and dress differently from the world (Romans 12:2). In order for students to mature spiritually, the teaching of biblical separation is a vital part of the school’s program.

The Bible commands Christians to do all to the glory of the Lord (I Corinthians 10:31). In today’s society this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “prove all things, hold fast that which is good, abstain from all appearances of evil” (I Thessalonians 5:21,22). I Timothy 4:12 exhorts: “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” The Pilgrim Academy believes that these commands have a practical application to the dress and appearance of students.

The underlying principles of the following dress code are **Modesty** (I Timothy 2:9; II Timothy 2:22), **Appropriateness** (Philippians 4:5), **Identification** (Colossians 3:16,17; I John 2:15, 16), and **Distinction of sexes** (Deuteronomy 22:5; I Corinthians 11:14,15).

Clothing or accessories identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited. By God’s grace, we shall strive to make our appearance glorifying and pleasing to God.

The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Descriptions for elementary and high school students are delineated in their respective sections.

### **Dress Standards**

The standards of appearance for boys and girls of The Pilgrim Academy are based upon Biblical principles. The Bible definitely teaches that there is to be distinction between the sexes. We expect the girls to be, act, and look like the Lord made them – feminine.

We expect the boys to be manly in actions and appearance. The Bible also teaches that our appearance should be in keeping with modesty. Not only should revealing, tight-fitting, and sensuous clothing be avoided, but also students should not wear those things which draw attention to self. This is also immodesty. Our appearance is always to glorify Christ (I Corinthians 10:31). The Pilgrim Academy places the responsibility for the daily appearance of each child on the parents.

### **School-Wide Policies:**

1. Students should always be neat in their dress and unquestionably clean in their daily grooming.
2. Students are asked to dress in a conservative manner and not to dress or adorn themselves in a way that identifies them with worldly fads, fashions, activities and/or anti-Christian characters.
3. No tattoos or body piercings (other than one earring per ear on girls) are allowed.
4. All students must arrive at school and return to their homes in their school uniform.
5. Boy’s shirts and girl’s blouses are to be neatly tucked in at all times. If a student chooses to wear a long-sleeve shirt or blouse, it must be buttoned at the cuff of the sleeve, not rolled up. To avoid problems in this area, buy and wear short sleeves.
6. No jackets are to be worn to class unless the Administration announces such. Only TPA sweaters, TPA fleeces or school jackets including those for sports, music, or drama, may be worn in class or between buildings. **NO hoodies** are to be worn during the school day.
7. The school dress code is to be adhered to at all school functions (on or off campus) unless otherwise instructed, when our dress-up or casual code would be used.
8. Final decisions on questionable clothing will be made by the Administration, and repeated infractions will be treated as a disciplinary offense.
9. School officials reserve the right to decide on any style not mentioned in this code.

# DRESS CODE

## Upper School Girls' Uniform

1. Girls may wear gray or khaki skirts or plaid kick pleated skirt purchased only from Rose Uniform Company.
2. White or light blue short or long sleeved oxford blouses may be worn with any skirt. Light blue oxford shirts may be worn with all skirts. Short sleeved polo shirts with TPA logo in navy and white may be purchased to wear. Girls may wear criss-cross tie from Rose Uniform in either school plaid, navy, or maroon.
3. Navy and maroon sweaters and vests and navy fleece pullovers with TPA logo can be ordered from Rose Uniform for use during cold weather. Sweaters, vests, or fleeces must be worn at all times when polo shirts are not worn.
4. Skirt lengths must be to the BOTTOM of the knee. (Children grow, so hems may need to be adjusted accordingly during the school year.)
5. White, gray, navy blue, black, or maroon knee socks, tights from Rose Uniform, or sheer hose must be worn. **Knee high stockings cannot be worn as knee socks.**
6. Girls' shoes should be leather which includes suede or paten leather, in black, brown, tan or navy blue. Toes or backs should be closed and heels 1.5 inches or lower. Shoes must be lower than the ankle. Sneakers are not permitted. Keep in mind we are continually responding to new trends and styles while trying to maintain a good dress code.
7. Girls' hair must be neat and clean with no extremes of styles or coloring. Wigs or hair pieces may not be worn unless there is a medical reason. Girls may NOT have shaved hairstyles. Hair decorations or accessories are not to be excessive, unsafe, or a source of distraction. Bandannas are not allowed as headbands.
8. Girls may wear a modest amount of conservative make-up. However, NO black or dark lipstick, black or near-black nail polish, dark, excessive eye make-up, fluorescent-colored make up or nail polish, or glittered make-up or nail polish is permitted.
9. Pilgrim believes that true beauty is not found in the outward adorning. Therefore, all accessories, including jewelry must be kept simple and to a minimum. No more than one necklace, two rings, two bracelets may be worn. Girls may wear one earring per ear, positioned in the lower lobe. Circular earrings must be no larger than 1 inch in diameter. No buttons or stickers with slogans are to be worn unless authorized by the school. Keep in mind that all jewelry must be taken off for safety in physical education classes.
10. Underclothes must be white or flesh-colored so as not to attract attention under white blouses, etc. Any undergarments should be tucked in and not visible.

## Lower School Girls' Uniform

1. Girls wear a plaid jumper from Rose Uniform Company.
2. Girls may wear short or long sleeved white blouses with a peter-pan collar. They may also wear turtle necked shirts in white or navy.
3. Maroon or navy cardigan sweaters with TPA logo, or navy fleece pullovers with TPA logo can be ordered for colder weather.
4. Jumper lengths must be to the BOTTOM of the knee. (Children grow, so hems may need to be adjusted accordingly during the school year.)
5. White, gray, navy blue, black, or maroon knee socks or opaque tights must be worn. Sheer hose, regardless of color, is not permitted in Lower School. Knee-high stockings regardless of color may not be worn as knee socks.
6. Girls' shoes should be leather or imitation leather may be black, brown, tan or navy blue dress, casual, or athletic style shoes, soles must be dark or match the color of the shoe. Toes or backs should be closed and heels 1.5 inches or lower. Shoes must be lower than the ankle. Sneakers are not permitted. We are continually responding to new trends and styles while trying to maintain a good dress code.

## DRESS CODE

7. No make-up or nail polish is permitted in Lower School. Chapsticks or lip balms must be colorless. Lip-gloss is considered make-up.
8. Girls' hair must be neat and clean with no extremes of styles or coloring. Hair decorations or accessories are not to be excessive, unsafe, or a source of distraction. No shaved hairstyles may be worn. Absolutely no denim, including headbands, should be worn with the uniform or for dress-up days.
9. No buttons or stickers with slogans are to be worn unless authorized by the school. Jewelry should not be excessive and should be age-appropriate. Girls may wear no more than one necklace, two small pins, two rings, two bracelets or a watch, one earring per ear positioned in the lower lobe. Dangling earrings are not allowed.

### Upper School Boys' Uniform

1. Boys must wear dress pants in navy or traditional khaki color (not stone) purchased from Rose or JC Penney St. John's Bay Khaki Wear – 100% wrinkle free cotton. Dockers must be "wrinkle free".
2. Dress pants must be worn at the waist, not low-slung on the hips.
3. Boys may wear dress shirts with no outside labels or may wear Oxford style "button down" dress shirts, short or long sleeved in white or light blue. Shirts must be tucked in at all times so that the belt is visible all around the waist. Also, acceptable from Rose Uniforms are long or short-sleeved polo shirts in white or navy that contain the Pilgrim logo. Undershirts must be white, gray or navy. Long sleeve shirts may not be worn under the short sleeve polos.
4. Boys' shoes should be leather and be black, brown, tan or navy blue color. Toes and backs should be closed. Shoes must be lower than the ankle. Sneakers are not permitted. Keep in mind we are continually responding to new trends and styles while trying to maintain a good dress code.
5. Belts must be worn neatly tucked through belt loops. Belts must be brown, tan, black, gray, cordovan, or navy blue. English braided is acceptable.
6. Ties must be worn properly and must be solid navy, gray, or maroon. Striped ties are available only from Rose Uniform. **Ties must be worn to school on chapel days**, otherwise, oxford or dress shirts may be worn without ties.
7. Navy or maroon sweaters, or navy fleece pullovers with the TPA logo are available from Rose.
8. Blazers are optional and may be purchased from stores of your choice. They must be solid navy blue.
9. Boys may not wear earrings, chains, necklaces, or make-up, including nail polish.
10. Boys may not wear bandannas, including during sports.
11. Boys' HAIRCUTS are to be traditional, masculine, business haircut – off the collar, off the ears, and not touching the eyebrows. The hair must be neat and uniformly tapered. Sideburns may be no longer than the middle of the ear. Boys are to be clean-shaven; no mustaches or beards are permitted. Dreadlocks (sometimes called dreads or locks), shaggy, bushy, or thick hairstyles are not acceptable even in accordance with the above requirements.

## DRESS CODE

### Lower School Boys' Uniform

1. Boys dress code is the same as the upper school gentlemen with the exception that lower school boys are only to wear navy pants not khaki. They must be worn at the waist, not low-slung on the hips. Kindergarten boys may wear elastic-waist navy blue pants, with or without belt loops.
2. Kindergarten boys may wear short or long sleeved gray polo shirts with TPA logo all year except on Friday for chapel when they must wear dress shirts and ties. Polo shirts without the TPA logo are not permitted. Shirts must be tucked in at all times.
3. Boys in grades 1-6 may wear gray short sleeved polo shirts with TPA logo Monday through Thursday. **Dress shirts and ties must be worn for Friday chapel**. The standard of dress shirt and tie is the same as the upper school gentlemen's.
4. Belts must be worn tucked neatly through belt loops. Belts should be brown, tan, black, or navy blue. English braided is acceptable. Order from Rose or purchase your own. Kindergarten boys are not required to wear belts with elastic-waist pants.
5. Shoes – (See Upper School requirements.)
6. Socks – (See Upper School requirements.)
7. Sweaters – cardigans, vests, and fleece pullovers – are available from Rose Uniforms in navy or maroon.
8. Boys may not wear earrings, chains, or necklaces.
9. Bandannas may not be worn
10. HAIRCUTS – (See Upper School requirements.)

### Other Occasions:

1. Physical Education clothes must be distinctively PILGRIM, clean, neat, and non-frayed. All Physical Education clothing should be labeled with the student's name clearly visible. Boys may not take their shirts off in practice or in PE class. Shorts may not be worn below the waist. Periodic inspections will be made, and points taken off the grade of those students who do not comply with Pilgrim standards. Standard gray is acceptable for sweatshirts.
2. At the annual Spring Banquet, dresses for the young ladies must be modest and God honoring. Dress guidelines are available at anytime from the Dean of women or office personnel. All gowns must be approved prior to the Banquet. Violators will not be permitted to attend. Gentlemen may wear suits or tuxedos.
3. At games, students may wear modest leisure clothes, following the Casual Dress Code guidelines.

## DRESS CODE

### Dress-Up Day Dress Code – Grades 7-12

(For sports away games, concerts, **science fair**, **drama presentations**, special speakers, **parent teacher fellowships**)

Dress Up Day is an opportunity to dress a step above the regular school uniform, and to do so in a way that is honoring to the Lord. Please dress according to the following guidelines.

#### **GIRLS** - Attire should be modest

- |              |  |
|--------------|--|
| Shirts       | Only the top button may be unbuttoned and <b>NO LOWCUT TOPS</b><br>Shirts should have no brand names, symbols or pictures<br>All girls' tops must be long enough so that when your arms are raised over your head your midriff will not show; likewise when you bend over your back will not be seen.<br>No denim shirts or jackets<br>No see through clothing |
| Skirts       | Skirt length <b>MUST</b> be below the knee<br>Slits in skirts must be below the knee<br>Skirts must be loose fitting<br>No denim or leather skirts   |
| Jewelry      | (Including hair decorations or accessories) should not be excessive.   |
| Stockings    | No lace or textured hose permitted; however hose must be worn<br>No bare legs or feet  |
| Shoes        | Open toed shoes are allowed but nylons should be worn.<br>Flip flops are not permitted   |
| Underclothes | White or flesh colored only under white or light colored blouses.  |

#### **BOYS** - The dress code must be followed for Dress-Up Day with the following additions:

- |                              |   |
|------------------------------|---|
| Dress Shirts                 | Shirts other than solid are acceptable  |
| Dress Pants                  | Other colors are acceptable             |
| Sweaters                     | Other colors are acceptable             |
| Ties                         | Should match with shirt and pants       |
| Shoes                        | Follow Dress Code in Honor Code         |
| Belts                        | Should be worn                          |
| Socks                        | Should be worn and match other clothing |
| Suits, Blazers or Sportcoats | are appropriate for dress up day        |

# DRESS CODE

## Casual Dress Code for Athletic Events

(For athletic competitions, bon-fires, after school activities, class trips, and other events as announced during school year)

The following items are permitted styles or garments:

Nylon windsuits

Jeans BUT must be neat, unfrayed, and loose-fitting

Sweaters

Below knee-length dresses or skirts

Fashionable cotton fleece pullovers with wholesome prints, or with Pilgrim, college, or pro team names only. Nothing offensive to the widely diverse Christian community here at Pilgrim.

T- shirts

Blouses, loose-fitting knit tops

Other items not excluded as long as they are modest, neat, and not tight

**PLEASE NOTE:** Custom Pilgrim Hoodies, Long sleeved T's and T-shirts, are acceptable under the "Casual Dress Code" and are on sale in the Athletic Office.

## Physical Education Regulations

1. **STUDENTS ARE NOT TO SHARE GYM CLOTHES OR SHOES.**
2. The following uniform is required: gray Pilgrim shirt, red shorts, white socks, plain gray sweatshirt, and gray sweat pants.
3. Gym lockers are assigned to each student and locks must be bought through The Pilgrim Academy. Make sure valuables are locked in the locker as the school cannot be responsible for unsecured items.
4. Absolutely no jewelry is to be worn in gym class or after school sports.
5. No student will be excused from PE without a note from a parent or doctor. A note from a doctor is required for any excuse longer than two consecutive days. Whenever a student misses PE/Health due to illness or injury but is in school, he must do a report each day. The guidelines for these reports may be obtained from the physical education teacher, the office, or the library.
6. Due to the physical nature of this class, participation and cooperation is essential. Students are expected to attempt to perform the skills correctly and apply them to the activity or sport. Participation here may be defined as active and willing involvement in the drills, activities, fitness runs, etc. A critical or complaining attitude will result in a drop in participation grade as well as in demerits.
7. No one may use the gymnasium or equipment without Athletic/PE Department permission.
8. No one may take anything from the equipment/athletic office without Athletic PE Department permission.
9. No horseplay or destructive behavior will be tolerated (i.e. hanging from nets, etc.)
10. Sneakers must be clean before entering the gym. It is recommended that all 7-12 grade students have two pairs of sneakers: one pair for outside (can be cleats) one pair (not necessarily new) that are clean and kept inside.
11. If a student wears cleats, he or she must take them off before entering the school.

# DISCIPLINE

*“For if we would judge ourselves, we should not be judged. But when we are judged, we are chastened of the Lord, that we should not be condemned with the world.”  
1 Corinthians 11:31-32*

*“For whom the Lord loveth he chasteneth ...” Hebrews 12:6a*

*“Exercise thyself rather unto godliness.” 1 Timothy 4:7b*

*“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.” 2 Timothy 3:16-17*

## Basic Guidelines

Students will be disciplined for disobedience, disrespect, rebelliousness, and irresponsibility. Biblical discipline desires God’s best for a student and will be administered in love. The goal of discipline is to facilitate Biblical change and maturity in the life of the student.

The students of The Pilgrim Academy are expected to behave with Christ-like character both inside and outside of school. The student is to adhere to the rules of conduct at all school activities including bus transportation, field trips, and games.

**There are seven levels of discipline that will be utilized at The Pilgrim Academy:**

1. **Instruction** – Students will be instructed concerning the rules and policies of the school.
2. **Warning** – Students may be given one warning when an offense is committed if the teacher believes that it is merited.
3. **Parental Notification** – Parents will be notified for a student’s failure to comply with the school or teacher policy. These notifications may include phone calls, parent/teacher conferences, and/or discipline notices.
4. **Correction** – Students may receive correction appropriate to the offense. Any faculty or staff member is authorized to correct a student. The following methods of correction are among those that will be used to discipline the student.
  - a. **Lower School** – In the Lower School, teachers use “crowns” and “jewels”, “checks” or “tallies” to help students understand violations of acceptable school behavior. Much of the discipline in the Lower School is to train students in righteousness. Because Lower School students only have one main teacher each year, the best way to understand the discipline system is to work closely with the classroom teacher. They can answer any questions you might have about how discipline is applied to your specific grade.
  - b. **Lower and Upper School Projects** – A variety of projects will be used individually or in combination with other methods of discipline. These projects can include Scripture projects, study projects, work projects and/or restitution projects. These projects will be given with assigned dates for completion.

Teachers and/or administration may assign a **Scripture Project** to a student. The parent or guardian must sign these projects. Scripture projects are designed to help refine a student’s thinking and/or behavior by exposing them to God’s Word. These projects should not be viewed as “punishment” but as instruction in the discipline process. We encourage parents to be a part of the Scripture Project process. This will help your child learn what God’s Word has to say and, more importantly, how they can put it into practice on a daily basis.

## DISCIPLINE

**Work projects** are held after school. The 1<sup>st</sup> infraction results in a work assignment from 3:30-4:15 pm. The 2<sup>nd</sup> infraction results in a work project from 3:30-5:00 pm and a \$10 fine. The 3<sup>rd</sup> infraction requires two work projects from 3:30-5:00 pm. During the last week of school, the administration reserves the right to fine the student a fifteen-dollar fee in place of a work project. Work projects are normally served on Thursdays. Students will serve their duty on the next available day. On the day that the child is to serve, the parents must call the school office before noon to say who is going to pick up their child. If the student goes home and does not serve the work project for any reason, he will be given another, and will have two days to serve. In the event of an emergency, the date can be changed for one week.

5. **Suspension** – A student may be suspended from attending The Pilgrim Academy as a means of correction. Projects will be assigned which are due when the student returns to school. A **parent conference** will be held before a suspended student may return to school. Lying, cheating, disrespect, fighting, and a consistently negative attitude are examples of offenses that may result in suspensions.
6. **Probation** – Students may be placed on probation and given an opportunity to correct their problems. Students and their parent(s) will have a conference with key administrators laying out what individual requirements (projects and expectations) will be needed to be done. These requirements must be met for a successful completion of the probationary period. If the student does not improve to a satisfactory level, by the end of the probationary period, he may be dismissed from school. The problems for which a student may be placed on probation are:
  - a. **Academic** – Insufficient academic progress in several subjects at the same time that results from a student not working to potential.
  - b. **Attitude** – A rebellious spirit, which is unchanged after much counsel and correction by the teachers, or a continued negative attitude and bad influence upon other students.
  - c. **Disciplinary** – Continued deliberate disobedience to a teacher or to the school rules, or committing a serious breach of conduct inside or outside school that mars the school's Christian testimony.

Probation will last for six weeks during which time student activities will be limited. Positions of leadership will be relinquished for the probationary period. Participation in extracurricular activities will be subject to evaluation by the administration. A parent conference must be held at the end of the probationary period to evaluate the student's progress.

7. **Dismissal** – The Headmaster of The Pilgrim Academy may dismiss a student from the school who:
  - a. Is guilty of extreme misconduct. This would include misconduct both inside and outside school. Extreme misconduct would include but is not limited to: sexual misconduct; drug, alcohol, or tobacco use; possessing an illegal weapon; and/or criminal behavior.
  - b. Has not met the requirements of the probationary period.
  - c. Consistently displays attitudes and/or conduct that are against school policy.

The determination for dismissal will be made on a case by case basis and a parent conference will be held to communicate the reasons for dismissal.

Dismissal will last for the remainder of the school year. A student may be readmitted the following school year if repentance and reconciliation are evidenced. References may be requested from family, pastor, and other individuals before re-admittance is considered.

# ATTENDANCE

## **The School Day**

The usual school day contains seven class periods with one lunch/study hall or lunch/recess period for Lower School. Upper School classes are 45 minutes long and meet 5 days per week. The day begins at 8:40 a.m. and ends at 3:25 p.m. Half-days are four class periods with a lunch/study hall period. Dismissal for half-days is 12:30 p.m.

## **Arrival and Departure Time**

Unless your child is in the “**Before or After School Care**”, it is recommended that he or she arrive at school **after** 8:00 a.m. when there is more staff supervision. Students who remain after the regular dismissal time should be involved in an official extracurricular activity.

## **Tardy Policy**

Students not in their seats by 8:40 am will be considered tardy. Students arriving late to school who had a verified appointment with a physician, dentist, or drivers test will be given an excused late to school. After four UNEXCUSED tardies within a semester, a student will have to meet with the principal, as well as complete a work project until 4:15 pm. For every three additional tardies a student will have to complete an additional work project until 5:00 pm. After eight unexcused tardies within one semester, a parent conference will be held with the administration. An unexcused early dismissal will also count toward the tardy tally for the semester. The student will be marked absent for the classes missed along with being accountable for all class work missed during the school day. Tardies and early dismissals do not carry over to the second semester.

## **Early Sign Outs**

Parents should avoid signing their child out early, as this disrupts the academic environment both for the individual and the group. Parents wishing to sign their child out before the end of the day should send a note or call the school office before Noon.

## **Perfect Attendance**

Students cannot receive perfect attendance if they leave early or before the end of the school day. For the Upper School, academic classes end at 3:15 p.m. In the Lower School, teaching continues until 3:10 p.m. If a child is taken out during the school day and is signed back in, he may not win the perfect attendance award.

## **Excused Absences**

Examples of excused absences include a doctor’s appointment, an illness verified by parents, a family funeral, a driving test, an approved college visit, or an approved family vacation. Such absences must be verified by an appropriate note or phone call either before the absence or immediately upon returning to school. Phone calls after an absence should be made by noon.

## **Unexcused Absences**

Examples of unexcused absences include any reason not listed above. Any student not bringing a note upon returning to school will automatically be issued an “Unexcused Absence”.

## **Determination of Excused or Unexcused Absences**

The administration makes the determination whether an absence or tardy is considered excused.

# ATTENDANCE

## Absences and Homework

It is the student's responsibility to see their teachers immediately after an absence and make arrangements to complete their work. Students may have one day for each day absent to make up their work unless other arrangements are made with the teacher. If a student asks for assignments ahead of time, and the teacher takes the time to put the assignments together, the teacher may require the work to be done the day the student returns from the excused absence.

## Suspensions

Suspensions are not excused. Normally, no make-up work will be accepted. Teachers will, however, accept long-term projects such as a book report or term paper with 20 points off, or a test, since not doing so could make a given student's suspension much more severe. In the Lower School, tests can be made up.

## Excessive Absences

If a student has more than fifteen excused absences (other than a school-sponsored trip), he still must do two hours of credit completion for every day missed. We believe that even if such a student has good grades, he or she is missing some of the intangible philosophy and teaching offered at Pilgrim. They also miss the contribution they could have made to the class.

## Long Term Illness, Acts of God

The Headmaster will make a judgment call on how the absences and work should be handled, and his decision will be final.

## Vacations

The Pilgrim Academy discourages vacations during the school year as we have seen time away from class hurts a child's learning and grades. However, if you are planning a vacation during a school term, you need to have it **pre-approved by the headmaster.** A note should be sent to the office at least two days before the scheduled vacation. Teachers need to be consulted to see if your child can cope with missing several days of school. You will be notified if your child's vacation will be excused. Each student may have up to six (6) vacation days as part of a pre-approved family vacation.

Many parents request work ahead of time for their children to do either before or while away on vacation. Sometimes this does not work out, because many children do not complete the work and want the extra time after the vacation to finish it. Although our teachers are not required to give the work ahead of time, we encourage you to make prior arrangements for work that will be missed. A student will only be allowed to make up work if the vacation has been pre-approved by the headmaster.

# ACADEMICS

## Semester Systems

2.5 credits are awarded for each class, per semester  
5 credits per year

## Graduation Requirement

120 credits minimum for graduation in Grades 9-12

## Students Must Take

8 semesters English  
8 semesters Physical Education/Health  
6 semesters History  
Electives to total 120 credits

8 semesters Academic Bible  
6 semesters Science  
6 semesters Mathematics

# ACADEMICS

**School Code: 310302**

<b>Grading System</b>	<b>GPA</b>		<b>GPA</b>
A = 95-100	4.0	C =	79-80
A- = 92-94		C- =	76-78
B+= 89-91	3.0	D+ =	73-75 1.0
B = 87-88		D =	70-72
B- = 84-86		F =	65-69
C+ = 81-83	2.0	F- =	0-64

## Teacher Qualifications

All teachers are required to be certified and often have two or more certifications. Most teachers are very experienced and there is little turnover in the faculty.

## College Credit

Upon approval of both the Headmaster and the college, a Pilgrim student may take a college course and receive credit for it at both Pilgrim and the college. This is for advanced students and has been done successfully in the past.

Pilgrim students often take College Level Placement Exams at nearby Atlantic Cape Community College through which they may also earn college credit.

## Advanced Courses

The Pilgrim Academy has a number of advanced or honors courses. In this program, a student can follow a more rigorous course of study. These courses are weighted 1.1 in determining GPA. Honors Classes include: English Department: Journalism/Critical Writing, Advanced Literature; Math Department: Pre Calculus, Calculus; Science Department: Biology II, Physics.

## Fine Arts, Tutorial Credit

The Pilgrim Academy offers 1, 2.5, and 5 credit tutorial courses in a number of fine arts and academic topics. Tutorials must be approved by the administration. Each course includes weekly work, meeting with a faculty member, practical experience and/or public performances, and will culminate with a test or presentation at the state and national AACS Academic/Fine Arts Competition.

Students should not take more than 2 tutorials a year and must meet weekly with a faculty member. Such courses are pass/fail to maintain academic integrity and will not affect GPA either negatively or positively. Speech courses will include a combination of the above.

## Senior Year Credit Requirement

Seniors are expected to take 30 credits their senior year. They may elect to take five of these credits through tutorials. **Tutorials are not calculated in Valedictorian GPA standings.**

## Tutorials include:

Music theory	New Testament	Mathematics
Political	English	Science
Science/Economics	Preaching	Computer
U.S. History/Geography	Speech	
World History/Geography	Psychology	

## Prerequisite for Music, Speech Fine Arts Credits

Must have participated in Fine Arts/Academic Day or equivalent before

Must have Faculty Advisor

Must take private lessons (music) or study speech as a tutorial (read books on public speaking)

## Senior High Fine Arts Competition

All students grades 9-12 are required to participate in fine arts competition. Students may select from a number of categories in which to perform. Selections must be made according to the time frame given by the Administration.

# ACADEMICS

## Course Offerings

### ***Bible Department***

Bible 9: The Early Church  
Bible 10: Themes from the Old Testament  
Bible 11: Directions for Early Christians  
Bible 12: Patterns of Christian Living

### ***Computer Department***

Keyboarding  
Word Processing  
System Applications  
Desktop Publishing

### ***English Department***

9. Literature and Composition  
10. World Literature and Composition  
11. American Literature and Composition  
12. British Literature and Composition  
Journalism / Critical Writing  
Advanced Literature

### ***Foreign Language***

French I & II  
Spanish I & II  
(Spanish III based on interest)

### ***History***

Geography  
Civics  
World History  
U.S. History I  
U.S. History II  
Modern Times

### ***Business Courses***

Consumer Math  
Accounting I  
Accounting II

### ***Mathematics***

Pre-Algebra  
Algebra I  
Algebra II  
Consumer Math  
Geometry  
Pre-Calculus  
Calculus

### ***Music and Art Department***

Music Appreciation 7&8  
Fine Arts  
Fundamental Drawing  
Individual Instrument Lessons  
Concert Choir  
Gateway & Festival Orchestras  
Handbell Choirs

### ***Physical Ed. And Health***

Physical Education and Health I  
Physical Education and Health II  
Physical Education and Health III  
Physical Education and Health IV

### ***Science***

Earth Science  
Life Science  
Physical Science  
Biology  
Chemistry  
Physics  
Ecology  
Biology II

### ***Key Activities***

Annual Track Meet  
Art Club  
Concert Choir  
Drama Team – “Pilgrim Players”  
Faculty Aides  
Handbell Ensembles  
Honor Society

Men’s & Women’s Soccer  
Men’s & Women’s Basketball  
Women’s Softball  
Men’s Baseball  
Student Coaches  
Yearbook Staff  
Private Instrumental Lessons

### ***Grade Reports***

Grade Reports are issued four times a year. Parents should sign the grade report cover and it is the responsibility of the student to return it. If a new envelope needs to be issued, there will be a \$5 charge. Progress reports will be sent mid-marking period for those students facing academic or behavioral difficulty. Eligibility checks will be made in accordance with the policy stated under “Sports Eligibility”.

### ***Computer Lab***

All school computers are for schoolwork only. On-line work must be done with teacher supervision.

# ACADEMICS

## Library Services and Collection

The Pilgrim Academy library has one of the largest collections held by a Christian day school in the United States, with over 20,000 volumes, 1,000 videotapes, and scores of periodicals. In addition to books, the library houses computers, a collection of rare and unusual Bibles, and a collection of paintings, carvings, and other objects made by local artists.

The library is open to parents, has summer hours, and sponsors book fairs and reading contests each year. Any student who wishes to use the library during class hours must first obtain a library pass from a teacher. The library is for study and research. Books may be checked out for two weeks at a time.

If a book is checked out, it should be treated as a valuable object. If students do not return books on time, they will be assessed normal library fines. Also, Grade Reports will be withheld until books are returned. Damaged or lost library materials are subject to replacement.

## Homework

Homework is an integral part of the school program at The Pilgrim Academy. Homework is assigned to reinforce that which is taught in the classroom. Homework assignments are to be completed according to the guidelines of the individual courses and are to be done neatly and on time. It is not the parents' responsibility to do the homework. Parents should merely assist and supervise.

Some work, of course, will be accomplished during class time and study hall. Focused students will doubtless accomplish more. Limited homework may be assigned on Wednesday nights to encourage prayer meeting attendance. Tests may be scheduled on Thursdays with adequate notice for review.

Late homework policies are stated in each course syllabus, or announced by individual teachers. It is the student's responsibility to learn the requirements of each teacher, within general school guidelines. College professors and employers will have differing requirements; therefore we believe this is good preparation for life. Our policy concerning homework after absences is: Pre-announced projects and tests can be required by a teacher the day you return. Work that you missed during an absence has to be made up at the teacher's discretion, and the student must see the teacher for instructions the day he or she returns.

## Honor Roll

The criteria for The Pilgrim Academy Honor is as follows:

Grades 3-12

84-89 – Honors

90-91 – High Honors

92-100 – Highest Honors

Even though a student may obtain an average that is 84 or above he or she cannot be on the Honor Roll if he or she has 3 C's or 1 or more D's.

## Dropping or Adding Subjects

A student may not drop, discontinue, or add a subject without the permission of the Headmaster or Principal, subject to the following conditions:

- Students will be allowed to arrange for a schedule change during the first **two weeks**.
- Students must have approval of their parents.
- Students must **consult with the teacher** of the subject to be dropped or added.
- Classes dropped after the second week of a semester are recorded on the students' transcript with a WP or a WF. WP meaning withdrew passing and WF meaning withdrew failing. The circumstances behind the drop will enter into the grade received at the time the drop is officially made.
- Classes dropped after November 1, will result in an automatic failing grade for the semester.
- Classes cannot be added after the second week of a semester.

# ACADEMICS

## Class Assignment

The assignment of each student to a particular class is solely the Administration's prerogative and is made on the basis of what is best for the student and the school's overall mission. You may not always get the teacher you want, but God is ultimately in control and will bless through many different teacher personalities and teaching styles.

## Promotion – Retention, K-12

**K-1** – When a student fails to make adequate progress as reflected in poor academics or is consistently performing below grade level, retention may be recommended. Student progress will be evaluated by the administration on an individual basis.

**Grades 2-6** – Students who receive a F- in three academic subjects or have an overall failing average (under 70) are automatically retained.

Students may be retained at the recommendation of the faculty.

**Grades 7-12** – Students who receive a F- (0-60) in two major academic subjects or receive an overall failing grade (under 70) are automatically retained. Students may be retained with fewer failures if the faculty feels it is in the student's best interest.

## Research Policies and Plagiarism

***“All the words of my mouth are with righteousness; Nothing crooked or perverse is in them. They are all plain to him who understands, And right to those who find knowledge.”***

*Write in Style: A guide to the Short Term Paper*, is a required test for upper school students at TPA. Chapter 11 is “Using Sources Honestly,” and it defines plagiarism as follows:

Using someone's writing without attributing that writing to the person is plagiarism.

When you plagiarize, you present someone else's ideas, language, or impressions as your own. You are, in effect, stealing (46).

Additionally, plagiarism is frequently defined as “intellectual theft” ([www.mla.org](http://www.mla.org)), and may be either “intentional or unintentional” ([www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)).

Examples of plagiarism: ([www.plagiarism.com](http://www.plagiarism.com))

1. Using the exact words of another person and either failing to enclose these words in quotation marks or failing to give credit to the writer by using a parenthetical citation.
2. Paraphrasing ideas but failing to give credit to the originator by not using a citation.
3. Changing some of the words, but leaving the original syntax, or word order virtually the same.
4. A student may use inaccurate information in a citation, or copy so many words from a particular source that the paper is no longer his own work, even if he gives a citation.

Sometimes, students do not intend to plagiarize, but because of poor organization or procrastination, the mistakes listed above occur. A student should give credit to all sources for their words, ideas, and personal writing style, and write as much of the paper in his own words.

With the use of the Internet, finding sources of information for writing has become easier and so has plagiarism. Some students “cut and paste” pieces of writing into a research paper and fail to credit their sources. Additionally, students purchase research papers, essays, and reports from “online paper mills.” In some instances, a student may actually pay someone to write his paper. All of these examples are plagiarism. In fact, “copying material that you have previously produced and passing it off as a new product is considered self-plagiarism

The teachers at TPA are here to teach you how to write with integrity. The English department can assist students determining whether there is a problem and help with the proper way to include parenthetical citations and how to cite sources correctly. If plagiarism occurs, disciplinary action will be taken.

# ACADEMICS

## Summer School

Failing grades less than outlined above may be addressed through summer school.

Grades 3-12 – If a student fails a course with an F (60-69), he may make it up through summer school or 20 hours of tutoring.

If the student cannot attend The Pilgrim Academy summer school and needs to be tutored, it is the parents' responsibility to find a tutor acceptable to the school. The tutor must be a certified teacher and must provide the school with a copy of their teaching credentials. All work done by the student during tutoring, as well as a record of the hours and topics covered must be submitted to The Pilgrim Academy at the completion of the tutoring session. The student will have to take and pass the TPA final exam for that subject in order to receive credit.

If the course is an elective, he may not have to make it up if he can obtain credit through other courses. The maximum number of courses a student can make up in summer school is two courses with F's.

A student, who passed a class with a D average, may improve their grade by up to 4 points if they complete summer school with an 80 or above average. The maximum cumulative grade that can be obtained is a 76.

Summer School begins the last week of June and runs for four consecutive weeks. The times are 9:00 a.m. to 12:00 p.m. Students are to wear their school uniform, but sneakers are allowed. Other summer standards or dress code variations will be announced in summer school.

## Timetable for College Selection

### *Freshman Year*

1. Try to get good grades, as freshman year now begins your record which may determine college choice or scholarship

### *Sophomore Year*

1. Take PSATs for practice, which is paid for by Pilgrim
2. Try to get good grades, as this may determine college choice or scholarships
3. Visit selected colleges in the summer or on vacations

### *Junior Year*

1. Take PSAT's; includes chance at National Merit Scholarship Program
2. Juniors may have two excused school days to visit colleges.
3. Juniors should take advantage of college representatives who visit Pilgrim.
4. During the fall of the junior year, take SAT's for the first time so that you can have scores for Pilgrim's Scholarship Search
5. Visit Pilgrim library and browse through college catalogues
6. In the summer, visit selected colleges

### *Senior Year*

1. Work closely with the headmaster and senior class advisor to get into the college of choice; make sure the headmaster writes a recommendation for the applicant.
2. Take SAT's twice in the Fall; most colleges and scholarship programs allow you to submit the two highest scores.
3. Consider taking ACT's as this test covers four areas of knowledge instead of just two.
4. Browse college catalogues in library; seek information from college counselor.
5. Fill out Pilgrim's Scholarship Search program (free to seniors, \$25.00 to all others) and receive possible scholarship sources from Pilgrim's CASHE database.
6. Submit at least three college applications by Christmas of senior year. Apply for any merit scholarships.
7. After January 1<sup>st</sup>, apply for Federal scholarships (you'll need last years W-2's to apply for this kind of aid. Try to have this in by March 15. The window of opportunity here is narrow because of federal regulations).

# ACADEMICS

## **Senior Graduation Policies - How Valedictorian , Salutatorian Is Determined**

Pilgrim's valedictorian is determined solely by GPA (grade point average), academic credits and average, and extracurricular credits. In the event of a tie, there will be co-valedictorians. **Winners must have been full time students for all four years in order to compete for salutatorian and valedictorian as has been our tradition.**

### ***Academic Requirements***

If a senior fails two or less courses he may march in the commencement ceremony, but will be listed in the program as a summer graduate. The work may be made up in summer school, after which the senior will be awarded his or her diploma. A senior who fails a course or two must attend Pilgrim's summer school and may not be tutored.

If a senior fails more than two courses, this is more than can be made up in conventional summer school. The student may not participate in graduation ceremonies and will have to develop a plan with the school to work for his diploma over the summer.

### ***Behavioral Requirements***

Seniors are expected to set a Christ-like example for underclassmen to follow. Serious behavioral violations can ban a student from commencement activities or even expulsion depending on the severity of the offense.

### ***Criminal Activity***

If a senior commits a crime, Pilgrim will not issue a diploma. The student will have to transfer to another high school, work for a GED, or some other viable alternative.

### ***Wilds Trip***

All seniors are required to go on the senior trip to The Wilds, a Christian camp in North Carolina. We view The Wilds experience – which includes spiritual, physical, and social aspects – as part of the Pilgrim curriculum. Students who go to the Wilds, even if they are 18 and are paying for their own trip, are still subject to all Pilgrim and Wilds rules and regulations.

## **College Acceptance and Scholarship Letters**

The school requests that all seniors bring in copies (or we will make copies for you) of letters you receive concerning college acceptance or scholarships. These will be added to the student's record to make it stronger and thus benefit the student. In addition, letters will be used in public relations for both the school and the student.

## **Senior Covenant**

The following covenant is an agreement, seniors are required to sign as a commitment between them and The Pilgrim Academy. We believe that having a clear vision of expectation will enable seniors and the school to fulfill the clear goals set before them.

1. I will be, with God's help, an example in my conduct of a Christian disciple both on and off campus, realizing that all the younger students look up to me (I Tim. 4:12).
2. I will faithfully attend and support all senior functions including: fund raising in the lunchroom, sub sales, spiritual life activities, the senior trip, and the Spring Banquet. (I Corinthians. 4:2 - It is required in stewards that a man be found faithful.)
3. I will support my class officers and encourage them by being faithful to support their leadership.
4. I will seek to maintain an attitude of thankfulness to God for each opportunity and responsibility my senior year (Ephesians. 5:20).
5. I understand that going on the senior trip is required for graduation from The Pilgrim Academy and will plan to attend.
6. I realize that graduation from The Pilgrim Academy is a privilege and that I will be taking part in a school and Christian ceremony that is designed to bring glory to God. I will therefore do my part to put God first in the graduation ceremony and follow all instructions.

# EXTRACURRICULAR

## Sports

### Eligibility for Sports

A student must have an overall average of 77 or above and no grade lower than a “D” to be considered eligible for sports and other non-credit extracurricular activities.

No athlete will be allowed to play in any game without the Consent Form signed by a parent and physician on file in office.

Athletes who are absent (he may have an excused tardy) past 11 a.m. without a good reason will not be allowed to play in a game that day. He may, however, participate in practice.

Students who receive at least one failing grade (F or F-) when grade reports are sent out may not participate in sports. He may, however, rejoin the team after three weeks if the failing grade has been brought up and there are no other failures.

Students who are marked as “Failing to date” in one or more subjects on the interim report may not participate in sports. However, if a student so desires, he may have his grades re-examined after two weeks and may rejoin the team if he has regained eligibility. If the grades have not been brought up within two weeks of the interim report, the student remains ineligible until the end of the marking period.

### Fan Behavior

Pilgrim parents and fans who attend the games are expected to act in a Christian manner. This includes positive cheering for your own team, showing respect to our opponents and their fans, and avoiding criticism of the referees.

### Rules For The Pilgrim Academy Games

- No smoking is permitted on The Pilgrim Academy campus at any time.
- No radios, tape players, or headphones are permitted in the gym or on any part of The Pilgrim Academy campus.
- No high heels are permitted as it may damage the floor. Street shoes are not permitted on the playing floor.
- Spectators may not leave the building unless they intend to leave the property altogether. Once a spectator leaves, he should not return.
- Spectators and students may not wander through the buildings. The classrooms and offices are completely off limits. Spectators and players must stay in the gymnasium and the gym lobby area. Everything else on campus is closed.
- Spectators may not play on the floor at any time unless invited to do so in a half-time contest.
- Bleachers may be pulled out or pushed in only under the supervision of faculty and staff.
- Pilgrim students are expected to behave themselves in a manner consistent with the spirit of The Pilgrim Academy. Students are subject to disciplinary action through the school, while visitors who do not conduct themselves in an appropriate manner will be politely asked to leave.
- We do not have a “right” to win any game. Referees will make mistakes, but we believe whatever happens is in the providence of God. Therefore, while we train to win, we also must accept losses with grace.
- If a player is injured on the field or court, it is up to the referees, coaches, and captains to stop the game, not the parents.

### Intramurals

The Academy offers training and intramural competition in various sports in grades 2-6 for a modest fee on Saturday mornings throughout the year. The starting date will be announced through weekly newsletters.

## EXTRACURRICULAR

### **Sports Booster Club**

All interested parents may join the Booster Club, which raises money for the athletic program. Many of their activities involve selling food at events. Many useful pieces of equipment and memorable trips have been financed by the Booster Club. Please check with the athletic director to see how you can become involved.

### **Sports Awards**

Middle School – Certificates

Junior Varsity – Certificates

Varsity:

1<sup>st</sup> year – Letter Certificate

2<sup>nd</sup> Year – 2 year Certificate

3<sup>rd</sup> year – 3 year Certificate

4<sup>th</sup> Year – 4 Year Athletic Award Plaque

### **Fine Arts Activities**

#### **Choir, Orchestra, and Handbells**

Students in Grades 7-12 who have elected to be in a musical group for credit are expected to be present and on-time for regularly scheduled rehearsals. From time to time there are additional rehearsals arranged by the director for performance preparation. These rehearsals are also required unless previously excused because of conflicts.

Since these are graded activities, the only procedure for being excused from a rehearsal is by consulting with the director and arranging for such an excuse prior to the rehearsal time. Students are required to attend choir concerts, usually held one Sunday night a month. Furthermore, there are three required performances per year – Christmas Concert, Fine Arts Competition, and Spring Concert. On occasion there may be additional performances, which will be arranged for, and notice given well in advance. Every effort should be made to attend these performances as well.

If a group is awarded the privilege of attending National Competition at Bob Jones University every effort should be made to participate in this event in order to maintain the maximum performance level possible for such a competition.

Our musical groups are an example of “team effort” and these guidelines should be in the forefront of your decision to make a commitment to one of the groups. Students who try out and become members of the above performance groups will be required to sign a student contract which explains their responsibilities and commitments over the coming school year.

#### **Junior High Fine Arts/Academic Day**

Participation in Junior High Fine Arts is voluntary in grades 7 and 8 and not required by the school. If a student is ineligible, he may participate in Fine Arts but may not practice during school hours, as his priority needs to be to improve his grades.

If an ineligible student is in a credit course (handbells, choir), he may practice during school hours.

## ADMISSION POLICY

***“But the natural man receiveth not the things of the Spirit of God: for they are foolishness unto him: neither can he know them, because they are spiritually discerned” (I Corinthians 2:14).***

The Pilgrim Academy is a Christian school and believes all people are sinners, yet created in God's image. Therefore, the Academy recruits and admits students of any race, color, and ethnic origin who are willing to accept Pilgrim's doctrinal and philosophical statements. Final approval is based on an interview with each family and the Administration. All prospective students must be present during the interview. The school does not accept students who do not want to attend.

The age requirement for kindergarten is as follows: five years old on or before October 1 of that school year.

Parents, along with junior and senior high students, are required to sign a statement of cooperation expressing their support of the school's program. A student or family who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

The Pilgrim Academy enrolls, in high school, qualified students who have demonstrated a consistent Christian, moral life-style.

Enrollment is not finalized until the following steps have been completed:

1. Completion of all application forms, including reference forms, transcripts and school records, physical examination form, photocopy of student's birth certificate, payment of the application fee, and in grades 7-12 an admission essay.
2. The student and his parent or guardian must subscribe to the principles and procedures of The Pilgrim Academy.
3. Completion of any necessary testing. (All new students are tested before entering Pilgrim.)
4. Each student, with his parents or guardians, must meet with the administration for a personal interview.
5. All new students are admitted on a six-week probationary basis. If, at the end of the six weeks, the student has demonstrated good character, academic competence, and self-discipline, the probationary standing will be dropped or terminated. If the student has not, he will be required to transfer. This type of probation does not require any additional work, other than being a well-behaved, cooperative student.
6. Each year, every student must go through the re-admission process and must be re-accepted.

**APPLICATION FORMS** will be provided upon request. You may also download one at our website: "<http://www.pilgrimacademy.org>"

### **Re-Admission**

All admissions are for one year; each student must re-admit each spring. Should a student's behavior or goals not conform with the aims and mission of The Pilgrim Academy, he/she may not be accepted for the following year. This is also true if the family's goals are not in accordance with those of the Academy.

### **Transfer Policy**

Students may transfer to The Pilgrim Academy during the academic year. Transfer students must complete all of the steps listed in the admissions policy before attending classes.

## **ADMISSION POLICY**

### **Standards Regarding Home-Schooled Students**

- Home-schooled students may purchase educational services from The Pilgrim Academy when available, upon approval of the Administration.
- Home-schooled students must meet the same general requirements of full-time students, as interpreted by the Administration.
- Home-schooled students on campus from time to time must wear dress-up day clothes. If they are on campus on a regular basis for an extended time, they should purchase a Pilgrim uniform.
- Home-schooled students may be asked to pay a fee.
- Home-schooled students may not participate in “cut” activities – sports, fine arts places (1 and 2, etc.) since this would discriminate against full-time, tuition paying students who make the school possible.
- The Pilgrim Academy may end the relationship with a home-schooled family at any time.

### **Married, Engaged Students**

The school does not accept students who are married, engaged, or who have children. If students believe their relationship is God-ordained, they must wait until after graduation to announce their engagement.

## **FINANCE**

The Pilgrim Academy of the Emmanuel Congregational Church, Inc., is a private, not-for-profit corporation. Interested individuals or corporations are invited to contribute to the operations of the school via gifts for general expenses or by providing scholarships for deserving students who would be unable to afford such training. School fund raising projects are planned throughout the school year.

### **Insurance**

All students in the school are covered by an insurance policy that is in effect during school hours and school activities and is paid for as part of the tuition. This policy is supplemental and pays either as a secondary policy or primary if parents have no policy.

### **Scholarships**

A limited amount of financial aid is available to needy families. Brochures explaining our services and scholarship applications are available in the school office.

### **Cost of Tuition**

Students and parents should know that tuition does not cover the entire cost of educating a student at Pilgrim. We depend upon financial support from Pilgrim’s sponsoring church and other interested churches, parents, friends, and alumni.

In addition, the school operates on a debt-free basis. This means that we will not go into debt or take out a mortgage to purchase even the most pressing needs. We expand only as the money comes in.

Since we are a voluntary association, donations, and volunteer labor are all welcome. If you see something you think the school needs, pray about the improvement you envision, and if it fits into the school’s mission, donate labor or funds to make it possible.

# FINANCE

## Payment and Collection Policies

### Family Bills

Payments are due on the first of the month and will be considered late if payment is not received by the tenth day of that month. Any overdue account will be assessed a late charge of \$20 as of the close of business on the tenth day.

Payments are to be mailed to The Pilgrim Academy, P.O. Box 322, Egg Harbor City, NJ 08215. A payment is only considered received when it arrives at the school office.

### Grade Reports

Any balance not paid during a month in which a grade report is issued will result in the grade report(s) being withheld. Final grade reports will not be issued until all tuition for the current school year and miscellaneous charges are paid in full. A family who has a 12 month tuition payment plan from August to July will have to make the final payment (due July 1) before report cards will be sent.

### Payments More Than Thirty Days (30) Overdue

Overdue accounts will cause the student(s) not to be admitted to classes, and parents will be notified to pick the student(s) up and take them home. The account must be brought current in order for the student(s) to return.

### Taking Exams when Tuition is Overdue

Students must report to school each exam day to take exams. However, the final grade reports will not be processed until tuition and fees are paid in full.

### Transcripts and Diplomas

Diplomas will be held until payment is received for all unpaid tuition and fees.

### Registration and Overdue Bills

All outstanding balances must be paid in full or have had a repayment arrangement approved by the Board of Trustees prior to registration. In the absence of full payment or an approved repayment arrangement, a family will not be permitted to register.

### Returned Checks

Accounts will be charged \$25 for a returned check.

### Student Withdrawals

If the child or children are withdrawn from the school at any time between August 1 and September 30, the parent is responsible for 20% of the total tuition for the year. After September 30, tuition will be prorated on a full-month basis. If tuition is paid in full at registration, the school will refund 80% of the tuition only (not books or fees) through September 30. After September 30, tuition refunds will be prorated on a full-month basis. If a parent wants to withdraw a child, he should hand deliver or send by certified mail the notice of withdrawal so there can be no question as to when the cancellation was received.

The Board of Trustees reserves the right to use a collection agency in some circumstances. The parent is responsible for all reasonable collection fees that the school may incur.

The school will not necessarily notify a family of the delinquent status of its account prior to the implementation of the above-mentioned sanctions.

## GENERAL INFORMATION

### **Non-school Party Policy**

The Pilgrim Academy cannot be responsible for what goes on at parties sponsored by Pilgrim parents. Parents should realize that we do not endorse any particular party and that even Christian parents have differing standards in this area. Keep in mind, however, that all students are responsible for their behavior both in and out of school, and may be disciplined or expelled for bad behavior at parties and other events outside of school.

### **Community Announcements, Handbills, Sales**

Advertising of non-Pilgrim events, must be approved by an administrator. Solicitation is forbidden without the permission of the administration as well. This includes selling of tickets, candy, etc. or the distribution of political or religious materials, or recruitment material.

### **Application for Fund Raisers**

Any student group or class that wants to hold a fundraiser (candy sale, etc.) must first check with the administration to get permission. A form is available in the office.

### **Field Trips**

Chaperones may not bring other children along, as their total focus needs to be on the students under their care. All students going on the field trip should ride the bus with the rest of the students. Students who miss their field trip will be assigned a related report to make up for the missed learning activity.

### **School Office**

1. **Student Transcripts** - The school office sends transcripts at no cost to our students.
2. **Fee for Missed Exams** - There is a fee per exam if a student misses a mid-term or final exam.
3. **Phone Usage** - The school phones are for business use only. Please do not call and ask to speak to a student unless it is an emergency. Students may not use the office phone to call for forgotten homework, books, projects, etc. Students may, with permission from the office, call to notify parents of game time changes, special practices, or a missed bus.
4. **Photocopies** – The office makes copies for students for science fair and/or fine arts needs. Students needing other copies should go to the school library.

### **Inclement Weather**

Families will be notified of school closings due to inclement weather on radio stations WOND 1400 AM, WSNJ 107.7 FM, WYSR 90.7, and on TV channels 3, 6, 10, and 29 in Philadelphia. TPA code is 930.

### **Damage to Books, Book Bags, etc.**

Students who lose, damage, or deface their books, book bags, etc., will be required to purchase new ones.

### **Money/Valuables in School**

Students should not normally bring more than \$10 to school, as this will reduce the potential theft of large sums of money or valuables. If a student has a good reason to have money or valuables at school, he may turn them into the office for safekeeping.

### **Lost and Found**

A lost and found exchange is located in the Lower School hallway and the school office.

## GENERAL INFORMATION

### Self-Transported Students

Students who will be picked up by parents at the end of the school day must be picked up by 3:45 p.m. After 3:45 p.m. students must be signed out in the office and there will be a charge of \$15.00 per half-hour lateness for students who have not been picked up by that time.

Parents wishing to pick up children who regularly ride the bus need to **send a note** saying to put their student(s) on the “Walker” list or **call BEFORE NOON**.

### Bus Students

Students are not allowed to ride a bus other than the one assigned. This is a rule of the bus company.

### Cell Phones

Students may have a cell phone to use before and after school. Phones should be turned off during the school day and kept out of sight. If the phone is visible or rings during school, the phone will be confiscated and the student be disciplined. The school takes no responsibility if they become lost or missing.

### Automobiles

Students who apply for permission and are approved for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

1. There is to be no “hot rodding” near school, before or after school.
2. Cars are to be parked in designated areas and under no circumstances are to be driven without special permission of the administration. Any student violating the above rule may not be allowed to drive his car on school grounds.
3. Students are not to go to the parking area or cars during the day unless special permission is granted.
4. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school by the shortest route.
5. Students are not to loiter in parked cars before or after school.
6. Students taking part in activities after school are not to move cars until the activity is over and they leave school.
7. Students are not to use cars for errands during school time unless given special permission by the administration.
8. The Administration reserves the right to revoke the above policy or refuse any student the permission to drive.

### Beepers and Pagers

Students are not permitted to have these items in the school building except with special permission.

### Palm Pilots

Palm pilots may be used only at the end of class to record assignments. If they appear any other time, they will be confiscated and demerits given.

### Laptop Computers

Students may use them if given permission by a specific teacher. If one is used to play games, it will be confiscated.

### Class Rings

Class rings are made available to sophomores. Engravings that Pilgrim does not offer include zodiacs, careers, and emotions since some symbolize anti-Christian ideas. The school reserves the right to reject a symbol chosen by a student that does not fit with TPA's Christian philosophy.

## GENERAL INFORMATION

### Visitors

All visitors must report to the office and receive a visitor's pass. No smoking is allowed anywhere on campus. The Pilgrim Academy is a smoke-free campus.

### Use of Gym

The Pilgrim gym may be used only under the supervision of a Pilgrim teacher or coach, or sponsoring church (Emmanuel) youth group leader. The gym is closed at 4:00 p.m. and closed before school in the mornings. Visitors and students may not use the gym or its equipment without permission from the Athletic Office.

### Nursing Services

We have a school nurse Monday through Friday from 10:00 a.m. until 2:00 p.m.

### Medication

If it becomes necessary during the school year for your child to be given medication (other than inhaler) during school hours, there are state-mandated regulations regarding the administration of medications. By New Jersey mandate, students are not permitted to carry any medication including aspirin, Tylenol, Midol while in school. Medications are to be labeled and left in the nurse's office for administration during school hours. The exception to this mandate is for students using inhalers. Inhalers may be carried by the student while in school as long as the nurse has been informed. LABEL all inhalers so the can be returned if lost.

Medication must be accompanied by written note from the attending physician giving diagnosis, medication, and dosage prescribed.

Medications MUST be sent to school in the original bottle from the pharmacy with name of medication and directions on label. This will be kept in the Nurse's Office.

If medication is needed, it is suggested that you ask the pharmacist for a separate bottle for school, eliminating the need for carrying the medication to and from school and the possibility of forgetting the medication.

When medication is ordered to be given twice daily or every eight hours, try to schedule it before and after school if possible.

### Illness or an Emergency

In the event of illness or medical emergency, the school will attempt to contact parents for instructions. Should first aid be required, the school will administer the same.

If neither parent can be notified, the school will check the medical emergency form filled out by all parents. Should it be impossible to follow a parent's written instructions or to contact other designated persons in a medical emergency, the school will have the authority to have the child treated by any licensed physicians and/or surgeon who may perform such procedures or administer such medications as the emergency requires for the relief of pain or to preserve life and health. In non-medical emergencies the school will take what action seems to be normal and appropriate.

### Communicable Disease Policy

Communicable Disease: Verify diagnosis, incubation period, etc.; determine the necessity of notifying others who have been in contact with affected student; exclude student from school until infectious period is over; report the situation to the local health department, attempt to avoid a "panic" over-diagnosis and allay parental fears by being available for information.

# GENERAL INFORMATION

## **Pathogen Bloodborne Program**

- Bloodborne Pathogens are microorganisms carried by human blood and other body fluids. Most common pathogens are HepB and HIV.
- The school determines those at most risk and divides them into categories:
- Category 1: Health care providers and Physical Education teachers and aides
- Category 2: Classroom teachers, Administrators, Custodians, Food Service Workers and classroom aides.
- Provide in-service training to all employees on Pathogens and how to treat an incident.
- Require HepB vaccinations for all Category one employees. If this is refused a disclaimer must be signed.
- “Infectious Kits” are placed in a designated area in each teacher’s desk to provide for quick retrieval.
- Any student with bleeding to be removed from the situation and not returned until bleeding is completely stopped. If clothing shows evidence of blood they must be replaced. Anything soiled with blood must be placed in plastic bags and tightly closed.
- Bacteriostatic soap dispensers placed in elementary classroom and frequent hand washing advocated for all students.
- For additional requirements and information on Bloodborne Pathogens there is a complete Exposure Manual in the nurse’s office which also includes forms for those who have received vaccinations and those who have signed disclaimer forms.

## **Policy Concerning Child Abuse or Neglect**

New Jersey law requires any person who has reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same immediately to the Division of Youth and Family Services by telephone or otherwise.

## **Annual Notice of Asbestos Management Plan**

Please be advised that, in accordance with federal law, The Pilgrim Academy has an asbestos management plan on file in the office and that it may be inspected during school hours.