

School Handbook

2023-2024



Galt Adventist School

Our mission:

To increase in wisdom
and stature,
and in favor with God
and man.

Luke 2:52

Contact Information

Galt Adventist School

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Our Mission

OUR MISSION

To increase in wisdom and stature, and in favor with God and man.

Luke 2:52

ACADEMIC	PHYSICAL	SPIRITUAL	SOCIAL
<p>Increasing in wisdom —</p> <p>To learn about the world around me,</p> <p>To understand how it works in its order;</p> <p>To live a life that empowers others with what I've discovered.</p> <p><i>"Only the Lord gives wisdom. Knowledge and understanding come from Him."</i></p> <p>Proverbs 2:6 (ICB)</p>	<p>Increasing in stature —</p> <p>To learn about my body and mind,</p> <p>To understand what is best for me,</p> <p>To live a life that brings health and happiness.</p> <p><i>"I praise You because You made me in an amazing and wonderful way..."</i></p> <p>Psalms 139:14 (CSB)</p>	<p>Increasing in favor with God —</p> <p>To learn about my Creator;</p> <p>To understand He loves me,</p> <p>To live a life that honors Him.</p> <p><i>"...Grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ."</i></p> <p>2 Peter 3:18 (KJV)</p>	<p>Increasing in favor with man —</p> <p>To learn who is my neighbor;</p> <p>To understand we are equal,</p> <p>To live a life of service.</p> <p><i>"Love your neighbor as yourself."</i></p> <p>Matthew 22:39 (NIV)</p>

We are committed to helping each child not only **gain knowledge**,
but to **develop understanding** through critical thinking;
and ultimately **demonstrate wisdom** in applying what they know to their life.

Meet the Team

Staff

Lisa Willis, B.S. ~Principal, Grades K-2	760-458-1271
Linnea Elias, B.S ~ Grades 3-4	661-872-5836
Jennifer Lallas, M.A. ~Grades 5-8	707-483-8135
Deshon Gyamfi ~ Registrar and Business Manager	707-954-8177
Toni Del Grande ~ Home and School Association Leader (2024)	209-327-1010

School Board

Emily Nazimko (Board Chair until 2024)	209-329-4898
Doug Gibson (Member until 2025)	209-329-4855
Kandi Del Grande (Member until 2024)	209-518-5785
Niccole Shergill (Member until 2024)	775-857-7754
Pat Rosich (Member until 2025)	209-334-0280
Loren Winn (Member until 2025)	209-224-7366
Toni Del Grande (Member, Ex Officio until 2024)	209-327-1010
Deshon Gyamfi (Member, Ex Officio) Registrar/Business Manager	707-954-8177
Jim Witcombe (Member, Ex Officio) ~ Pastor	209-602-2379
Lisa Willis (Member, Ex Officio) ~ Principal	760-458-1271
Coreen Hicks (Member, Ex Officio) ~ Associate Superintendent Northern California Conference of Seventh-day Adventists	408-209-3086

What Makes Galt Adventist Wonderful?

Galt Adventist School was established to provide an excellent educational experience for students within a distinctively Christian environment. Our faculty and staff encourage and nurture children to develop and perform at their highest potential academically, physically, spiritually, and socially.

About us

Founded in 1974, Galt Adventist School is part of the Adventist educational system.

- **Adventists know education.** The system includes more than 800 schools from preschools, through universities. And we've been in the ministry of education since 1872.
- **Adventists support education.** We are supported financially by the Northern California Conference of Seventh-Day Adventists and the Galt Seventh-Day Adventist Church. This means we can offer an excellent education at a lower cost for our families. (Tuition covers approximately 60% of our annual operating budget.)
- **Adventists have high expectations for education.** We accredit our schools under the National Council for Private School Accreditation, so our parents can rest assured that we are meeting or exceeding standards for education and safety.

What this means here at Galt Adventist School

We emphasize educating the whole student-academically, socially, spiritually, physically. We believe that school should support parents in instilling Christian values and ethics.

Our school environment is safe. Students can concentrate on learning without other distractions.

The educational program covers kindergarten through grade eight in three classrooms (grades K-2, 3-4, and 5-8) with three credentialed teachers (and a teacher's aide as enrollment requires). With a ten-year average of thirty students, our low student-teacher ratio enhances individual attention, while multiple-grade classrooms create an environment for cross-learning.

The Four-classroom complex, completed in 1981, provides spacious, well-equipped classrooms for instruction as well as a library and chapel. Various forms of technology are used to enhance the curriculum. With a ration of more than one device per student, access to the best research, drill, and exploration is readily available. The gymnasium gives a safe environment to play during inclement weather. The enclosed grass playground with a ball field, swings, and slides enables the students to exercise and play in a protected area. A picnic area adds an outdoor lunch environment on pleasant days. Access to the church kitchen facility makes possible hot lunches, Home Economics instruction, and food preparation for school parties and programs.

The curriculum includes religious instruction, encouraging Christian development between students and with their teachers. Physical, mental, social and spiritual abilities and values are fostered in example, practice, and instruction. The mental discipline of memorization is enhanced through Bible usage. Other valued spiritual resources enhance Bible understanding. Community service opportunities are provided. The study and practice of the basic laws of health benefit the student's well-being. Teachers and staff strive to create an atmosphere where Biblical knowledge can be utilized in a practical way.

Worship and prayer are integrated into the school day and teachers encourage the Christian principles of honesty, fairness, love for God, and respect for others.

Students learn experientially through hands-on instruction, field trips, and outdoor education excursions.

Our teachers are not only academically qualified to teach, but also love students and are dedicated to teaching.

You, as parents, will be informed and involved in your child's education-through regularly scheduled parent/teacher conferences, a weekly newsletter, texts and phone calls. In addition, parents are welcome to make appointments to visit the classroom throughout the school year.

We believe that "In the formation of character, no other influence counts as much as the influence of the home. The teacher's work should supplement that of parents, but it is not to take its place in all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate."
Education, pg. 283.

Joining Our School Family

Admissions and Registration

Galt Adventist School admits students of any race, color, nationality, ethnic origin, or religious persuasion. Please contact the school for an application and submit the completed forms to the business manager or principal. All applications are reviewed and approved by the school board.

Age Requirements and Transferring Students

In accordance with California state law, the following age-eligibility of students apply:

Kindergarten ~ Children may be registered for kindergarten if their fifth birthday is on or before September 1.

First Grade ~ Children may be registered for grade one if their sixth birthday is on or before September 1.

Early Admission for Under-Age children to Kindergarten ~ Children under the above age requirements may be admitted on a case-by-case basis with the school board giving the final approval for admission.

All new students entering kindergarten, or first grade must submit one of the following documents to verify birthdate:

- birth certificate
- hospital statement
- notarized statement
- passport or visa

Transferring Students ~ We will need a copy of the last report card and standardized test, indicating the last grade completed, from students transferring from other schools. Students entering our school for the first time may be tested for optimal grade placement and will be interviewed by the principal or teacher.

Our goal is to place students where they can attain their highest academic achievement.

Medical Information

New students and those entering kindergarten and seventh grades must have a physical examination on file in our office. Required forms can be obtained from the school.

For kindergartners and new first graders, the physical examination many have been done within 18 months prior to the first day of school. Physical examinations at seventh grade need to include the scoliosis evaluation.

The registration forms include a consent-to-treatment form for emergency medical attention when the parents are unavailable.

Immunization Policy

California law SB277 requires that California school children be fully vaccinated, regardless of their parents' personal or religious beliefs. This applies to children enrolled in private or public child-care centers, preschools, elementary schools, and secondary schools. This law requires all students to have proof of proper immunizations on file in the school office. In compliance with this law, we require proof of immunization to be on file in our office before a child can attend class at Galt Adventist School.

The law allows only three exemptions: medical, special education, and homeschooling or independent study. Since we do not offer special education and are not a homeschooling or independent study school, the only possible exception for Galt Adventist School students is a medical exemption.

Financial Information

Our goal is for no child to be turned away because of finances. Of course, we have bills to pay and a budget to balance in order to keep our doors open. But we believe we are partners with God and our families in providing Christian education to all students and families who want to be here.

This takes commitment from our school to being fiscally responsible and helping families find and apply for all available scholarships. And it takes your commitment to prioritizing your child's education in your family's budget.

Entrance Fees

\$205 ~ Kindergarten-Grade 8

Full entrance fee is charged for students entering through January 1. Half the amount is charged for second semester entry, January through June.

The entrance fees are not refundable. They do not include any school photos, classroom supplies, or yearbooks.

Tuition Rates ~ 2023-2024

Kindergarten-Grade 8	\$6960/year OR \$696/month
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Discounts

- **Adventist church membership discount:** Tuition covers approximately 60% of our operating costs. The difference is subsidized by the Galt Adventist Church and the Northern California Conference of Seventh-Day Adventists Education Department. Offerings from denominational members constitute these funds. Therefore, members of an Adventist church receive tuition discounts that reflect the budget contributions of our local church and conference. Members are those where the parent/s, guardian/s, or sponsor/s hold membership in an Adventist church.

Kindergarten-Grade 8	\$5440/year OR \$544/month
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- **Multi-student discount:** A discount of \$10 per month is allowed for two or more children attending school from one family, including students attending Galt Adventist School and Lodi Academy. The discount applies subsequent to the first child.
- **Annual payment discount:** A discount of 3% is given for paying the year's tuition up front.

Scholarships and Financial Assistance

Financial aid is available in limited amounts through most Seventh-Day Adventist churches. Requests must be made through the scholarship committee where the student/family has church membership. If you have questions, please contact our Registrar and Business Manager, Deshon Gyamfi, at 707-954-8177. She is here to help you make a Christian education possible for your child regardless of your financial situation.

Various donors have contributed to our school allowing for educational scholarships where needed. Again, contact our Business Manager, Deshon Gyamfi, at 707-954-8177.

Financial Policy

As stewards of the resources of our school, the school board has adopted the following financial policies.

- The first tuition payment is due either at registration or on August 1 and the following nine payments are due the first of each month, September 1 through May 1.
- Students entering late or withdrawing early will be charged the tuition rate on a daily pro-rated basis.
- Any remaining money owed from prior school year must be cleared before a student can start the new school year. Any past due accounts from siblings who have attended the school must be cleared before another member of the family can be enrolled.
- Entrance fees are not refundable.

Student Life

Our students are the best! We are a diverse group of learner, teachers and parents, but with a common goal-to grow in our love for Jesus and each other. The following sections are just here to remind us how we can work together and focus on that common goal.

We expect our students to observe willingly the guidelines (also known as our rules and regulations) which keep us all working together. And we expect our parents to help their children with this.

Principles of Dress

We believe there is a relationship between the way students dress and the way they behave. If they are dressed for learning, they will have an easier time focusing on learning than if they are dressed for play.

Our school uniform policy is intended to bring parents more ease in both selection and purchase of their child's uniform. While in the past students were required to have the embroidered Galt School Logo on uniform shirts and tops, students are no longer required to have the logo on their uniform items. Students are only required to wear the uniform shirts, pants, and dresses in the approved style and colors (navy blue, grey, and white). Parents may purchase uniform items from any retail store or thrift store. For school spirit wear, including our red school T-shirts and sweatshirts or for those wishing to continue wearing the school logo on uniform items, parents may purchase these at our new company/vender, Squad Locker. Other fun school spirit items may be purchased there as well! Be sure to check it out! For more details about uniform options and websites please visit our website at Galtadventistschool.com

Fridays are School Spirit days were students wear their red school spirit T-shirts or sweatshirts and interact together in whole school community building. Students also wear their school spirit T-shirts and sweatshirts during school field trips and on community service days.

There will be a few "Free Dress" days during our school year. Please remember modesty, neatness, cleanliness, simplicity and natural look. Clothing must fit properly and conceal undergarments at all times. No spaghetti straps. T-shirt logos must reflect Christian values and attitudes. For safety reasons, flip-flops are not to be worn at school.

Tight fitting pants such as leggings, jeggings, and spandex may be worn for layering under dresses or other pants, but not worn by themselves.

These standards will apply while students are on the school grounds, or at any school function, unless alternative dress is required as indicated by the staff.

If you have any questions, please feel free to contact your child's teacher.

Code of Conduct

Students will demonstrate respect for others and other's property.

Students will be honest with each other, faculty and staff.

Children are not to leave the supervised area-the school buildings or the grounds-for any reason without notifying their teacher except at regular dismissal times.

Knives, matches, firecrackers, weapons of any kind or any other disruptive items are not to be brought on campus.

Illegal drugs, tobacco and alcoholic beverages in any form are not to be used or brought on our campus at any time.

Profanity, obscenity, violence or taking the Lord's name in vain is not acceptable.

Students are not to bring inappropriate pictures, written materials, videos or music.

Bicycles, skateboards, in-line skates and heelers are not to be ridden on the campus. Bikes are to be kept in the rack and should not be left at school overnight. Motorized bikes are not allowed on campus.

Electronic Devices

Because we value a learning environment with minimal distractions, we expect students to observe the following guidelines:

- Give cell phones to teacher upon arrival at school. The teacher will return the phones at the end of the day.
- Smart watches may be worn but need to be put on silent mode.
- Video playing or recording may not be done at school without the permission of a teacher or staff member.

Physical Contact and Bullying

Any unwanted physical contact between students with intent to harm is not acceptable. This includes, but is not limited to, hitting, kicking, choking, and biting. Galt Adventist School does not allow any harassment, intimidation, or bullying by any means, including but not limited to electronic, written, oral, or physical acts, either direct or indirect. If this occurs, the parents of the children involved will be informed.

Consequences

Consequences for an initial offence will vary depending on the severity and circumstances. These could range from a variety of in-class or playground disciplines to suspension and even expulsion. The teacher observing or becoming aware of such behaviors will determine the consequences based on the circumstances and age-appropriateness.

Continued offenses may result in a week-long suspension before the student can return to school. The discipline committee will be involved in determining what is appropriate.

A continued pattern of offenses will likely result in the student having to withdraw from the school or being expelled.

Personal Property

The school assumes no responsibility for personal items that are lost, stolen, or damaged.

Campus Access, Schedule and Attendance

School hours:

Kindergarten – Grade 8:

Monday-Thursday: 8:00 a.m. – 3:15 p.m.

Friday: 8:00 a.m. – 12:00 p.m.

Because we do not have before and after school supervised care, students should not arrive at more than thirty minutes before school starts. They should leave campus within thirty minutes after dismissal.

Attendance

Habits of punctuality formed in elementary school are important. School begins at 8:00 a.m. and students are expected to be sitting, ready to begin the school day at that time. Students arriving any time after 8 a.m. must check in at the office and receive a classroom entrance pass prior to entering the classroom.

As educators, we have experienced that learning is more than doing an assignment. Learning goes beyond written work (i.e. discussions, interactive group activities, critical thinking times, hands-on discovery, etc.). Many things your child learns in school cannot be made up. Any time a child is absent from the classroom, part of the academic learning will not be retrievable. We encourage parents to carefully consider before arranging for their child to miss class.

Students should not arrive earlier than 7:30 a.m. without special permission.

School attendance is required by state law. Students have higher levels of achievement when they attend school regularly.

Student Safety

We have several school gates that help provide a safe campus for your child.

Students are to leave campus after school hours with their approved driver. If anyone other than the usually assigned driver is picking your child up after school, written permission must be given to the principal prior to your child leaving. That driver, if unfamiliar to the staff, must present picture identification.

Visitors

Visitors are welcome at our school. Anyone wishing to visit a classroom should make arrangements with the teacher at least one day in advance.

Good Things to Know

Snacks and Lunches

We offer hot lunches on Tuesdays as fundraisers for various school events and activities. These are announced in the school newsletter and can be purchased for \$5 per meal. Cash or check can be turned in the day of the hot lunch.

Field Trips

Field trips are organized by the school for the primary benefit and enjoyment of the students. Visitors must have the permission of the principal to attend. Transportation for all school trips and class outings will be by adults that have provided proof of adequate insurance and have obtained clearance as volunteers through the Northern California Conference.

Student Insurance

Each student is covered by school accident insurance as selected by the Northern California Conference of Seventh-day Adventists. A brochure describing the coverage is available from the school office. We ask any student injured during school hours or school events to report the accident immediately to the school principal.

Asbestos Inspection

Federal law related to asbestos requires a public announcement regarding this material in the school. Our facility has been checked by a certified asbestos inspector. The report is in the school files and is available to those wishing to see it. The inspector found **no asbestos** in our facility.

Parents and the School

Our parents are the best! Not only are they committed to their children's education, but they are team players-helping make our school better for everyone.

The Home and School Association

The Home and School Association is Galt Adventist School's parent organization. It serves to draw the home, church, and school closer together into a positive working relationship.

The Association is involved in many aspects of school life: fundraising, event meals, school celebrations (see below), and School Spirit Days, just to name a few of the numerous activities planned for this school year.

Involvement with our Home and School Association is very much appreciated. Why should you get involved?

- Studies show students who have parents that are involved in their education do better in school.
- You meet and get to know other parents.
- To help Galt Adventist School be the best it can be!

To get involved, contact Toni Del Grande, our Home and School leader at (209) 327-1010.

School Volunteers

We welcome parental support of the school through various volunteering opportunities. All volunteers wishing to help serve hot lunch, take lunch duty, drive students on field trips, and serve during home and school activities must complete volunteer paperwork, complete Live Scan finger printing, complete online trainings per California state law, and receive clearance as a volunteer through the Northern California Conference. Please see the principal or registrar/business manager for the necessary forms or if you have any questions.

Holiday Celebrations

Because we believe that Christianity should permeate every part of our lives, Galt Adventist School is committed to maintaining a Christ-centered focus during the holiday seasons. Because of this you will notice that we celebrate “fall party” rather than Halloween, and our emphasis at Christmas and Easter will be Christ. You may notice other differences in our emphasis throughout the year, and we welcome any suggestions you may have.

Concerns

The success of our school depends in large measure on full cooperation between parents, students and teachers. Because we are all human, there will be times when you may have a question or concern. We ask that when this happens, parents and teachers follow God’s wise counsel in Matthew 18: 15-18 which says:

If your brother or sister in God’s family does something...

Step 1. Talk directly to the teacher or staff member involved. If this does not resolve the issue, then:

Step 2. Discuss the matter with the principal. If this does not resolve the issue, then:

Step 3. Contact the school board chairperson (for contact information see page 5) to discuss your problem. The board chairperson may refer your problem to a pastor or the school board. The school board is ready and willing to hear concerns about the school and/or a teacher, provided earnest effort has been made by the parent and teacher to clear up the matter and those efforts have been unsuccessful. If this does not resolve the issue, then:

Step 4. Please make an appointment with the conference. The Northern California Conference Superintendent of Education (for contact information see page 5) may be helpful when the above procedures have not resolved the issue.

Thank you for giving us the opportunity to work with you, hear your perspective, and resolve your concerns.

Calendar of Events

August 16	First Day of School Half Day
September 4	Labor Day No School
October 2	Teacher In-Service No School
October 20	End of 1 st Quarter
October 23	Begin 2 nd Quarter
November 20-24	Thanksgiving Break
December 18- January 1	Christmas Break
January 2	Classes Resume
January 12	End of 2 nd Quarter
January 15	Dr. Martin Luther King Day No School
January 16	Teacher In-Service No School
January 17	Begin 3 rd Quarter
February 8	Artists' & Authors' Ed. Expo Half Day
February 19	President's Day No School
March 21	End of 3 rd Quarter
March 22	Begin 4 th Quarter
March 25-29	Spring Break
April 1-2	Teacher In-Service No School
May 27	Memorial Day No School
May 29	8 th Grade Graduation
May 30	Last Day of School Half Day