

# GALT CHRISTIAN SCHOOL HANDBOOK



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## **PHILOSOPHY OF EDUCATION**

Galt Christian School espouses the historic Christian view as presented in the Bible: Since God created and sustains everything through His Son Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify or know God, except by being recreated in God's image through knowing Christ as Savior and Lord.

The total process of education must seek this restoration of the student by developing and relating the whole person to God spiritually, socially, emotionally, and physically. Such an education is God-centered and presents all truth as God's word. Knowledge is purified by the recognition of God's place and headship in it. (Proverbs 1:7).

Even though knowledge is factually the same for both the Christian and non-Christian, no subject can be taught in totality of its truth if the Creator is ignored or denied. Also vital to education is a recognition of the Holy Spirit's ministry in teaching and learning. Since all the treasures of wisdom and knowledge are hidden in Christ (Colossians 2:3) then an educational process conducted in vital union with the Holy Spirit of Truth (John 16:13) will be a truly fruitful one. Only a Christian education is balanced, for only it can include the all-important spiritual dimension in the life of a student. To exclude that dimension in the life of a young person is to have a humanistic education, and one is then out of step with God and His word.

## **PURPOSE**

In keeping with our philosophy, Galt Christian School seeks to provide a sound academic education integrated with a Christian view of God and the world, which is based upon Biblical principles. We endeavor, by the grace of God, to teach Christian young people to live in reverence of God as a disciplined, dedicated disciple of Christ. We teach our students patriotism since it is important for citizens of Heaven to be good citizens of their country. In short, our purpose is to develop Christian leaders. God's balanced pattern is what we seek to emulate; development "in wisdom (intellectually) and in stature (physically) and in favor with God (spiritually) and man (socially)." Luke 2:52.

## **ADMISSIONS PROCEDURES**

1. Visit the school.
2. Read this handbook thoroughly.
3. Submit an Application and Pastor Reference Form.
4. Our office will arrange an interview with parent(s) and student(s) when all forms have been completed and submitted.
5. Parents will be notified of acceptance.
6. Submit medical forms. All students must have standard vaccinations or sign an exemption affidavit required by the State of California.

## **ADMISSIONS POLICY**

Galt Christian School admits students of any race, color, and national and ethnic origin to all the privileges, programs, and activities generally accorded or made available to the students at the school. Galt Christian School exists to partner with parents and children who love the Lord Jesus and are in agreement with our philosophy of education.

All students and at least one of their parents/guardian must regularly attend a Bible-believing church (average of three services a month (Hebrews 10:24-25)). A Christian young person sponsored by a church ministry may be accepted. Annual pastoral references may be required.

Parents/guardians with custodial rights must be in agreement concerning enrolling the student.

Parents must be in agreement with the educational viewpoint and disciplinary standards of the school.

We expect students to maintain a high standard of Christian conduct, both on and off campus. Off campus conduct may be grounds for rejection or dismissal.

First grade students must be six years old prior to December 1st with the exception of those transferring from out of state.

## **KINDERGARTEN ADMISSIONS**

Students entering kindergarten must be 5 years old prior to December 1st. K-testing is given in April/May to determine if the child is ready for our kindergarten program. The testing fee is \$20.00 and is to be paid before the day that the test is given. The school administration and the kindergarten teacher will make the final decision as to a student's readiness for school.

## CHURCH AFFILIATION

Galt Christian School exists to help Christian parents train their children according to God's Word (Proverbs 22:6). It is a ministry of Galt Bible Church which has goals and objectives which can be fulfilled only through a traditional system of learning characterized by certain Biblical principles involving you, your child, and our united Christian cooperation.

Galt Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before men." Thus, at Galt Christian School, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Galt Christian School is operated by the School Board under the supervision of the Galt Bible Church Elder Board. The School Board oversees the programs of the school and sets policies.

## STATEMENT OF FAITH - WHAT WE BELIEVE

- A. **The Bible** - All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness. (II Timothy 3:16)
- B. **Jesus Christ** - But these are written, that ye might believe that Jesus is the Christ, the Son of God; and that believing ye might have life through his name. (John 20:31)
- C. **Man's Needs** - For all have sinned, and come short of the glory of God. (Romans 3:23); For the wages of sin is death... (Romans 6:23a)
- D. **God's Provision** - For God so loved the world that he gave his only begotten Son that whosoever believeth in him should not perish but have everlasting life. (John 3:16)
- E. **Man's Response** - He that believeth on the Son hath everlasting life: and he that believeth not the Son shall not see life; but the wrath of God abideth on him. (John 3:36); For whosoever shall call upon the name of the Lord shall be saved. (Romans 10:13)

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

## **FINANCIAL INFORMATION**

This school is dependent upon the tuition of the students and gifts of friends for operating expenses. All gifted contributions are tax deductible. The tuition amount is a yearly amount but may be paid in ten or twelve monthly payments. Payments for the ten month plan begin in August and end in May. Payments are due on the 1<sup>st</sup> of the month. If an account becomes delinquent, a \$25.00 late fee will be charged on the 10th of the month.

Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, then charges are prorated according to actual number or days enrolled. No deductions in tuition will be made for absences during the school year, regardless of the cause of such absence. All withdrawals must be made in writing and shall be effective when such notice is delivered to the school.

If you are going to withdrawal your child, we must have a 30-day notice or you will be charged the full month's tuition. Withdrawal must be reported to the office and the teacher. Transcripts will not be sent to another school until that school has requested them.

Should the need arise; Galt Christian School reserves the right to increase any and all fees.

## **THE ROLE OF PARENTS**

### **1. Christian Home and School Operation**

In Ephesians 6:4, God tells us, "Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord." With these words our God shows us that the Christian home is the core of a child's education. Parents dare not give up this God-given responsibility, even when they send their children to school. The Christian home and the church are the institutions God has established for the training of children; however, the home holds first importance and first responsibility in this training. Since the child is the parent's responsibility, it is their duty to provide that child with Christian training. No one may take this duty from them, nor may they give it up. Galt Christian School has been established to aid our parents with the task of rearing God-fearing children. Our teachers' part is to continue the Christian instruction of the home without interruption or obstruction; so through efforts of parents and teachers our children may be made all the more "wise for salvation".

### **2. List of Help**

We ask our parents to observe the following guidelines as an aid to the smooth operation of the school, and as an edification to their children:

- A. Let the Word of God be the sole guide in all aspects of daily living and conduct.
- B. Attend church services regularly and discuss the sermons at home. Attend Bible study classes.
- C. Conduct family devotions; lead in prayers that concern both your children and school.

- D. See to it that your children are faithful and prompt in school attendance.
- E. Strongly encourage sufficient rest and sleep.
- F. Provide well balanced meals at home and at school.
- G. Encourage your children to join in those projects, games, and activities suited to their age and skill.
- H. Take an active interest in your children's school day and in the completion of their assignments and homework.
- I. Refrain from criticism of our school's personnel or procedures in the presence of your children.

## **PARENTAL INVOLVEMENT**

On Mondays our parents will receive a school newsletter and class notes, when needed, to inform them of the latest items of importance at Galt Christian School. However, neither one-way communication nor written communication can do justice to the needs of our children. Parents and teachers must consult on a regular basis to make sure our children are receiving the training and instruction of the Lord.

Parent Orientation and conferences promote a good understanding between parents/guardians and the faculty/administration of the school. Every parent is required to participate in these informative and helpful programs.

Attendance at Parent Orientation is encouraged for both parents. Parent conferences are scheduled following the first quarter. Parent-staff updates will be held at various times throughout the year for parent information.

Effective education will be accomplished as the parents and school staff work together as a team. Mutual respect and consideration are essential for a successful school year. There are several areas in which parents can help the school staff make more efficient use of their time. Your cooperation in these areas will be greatly appreciated.

- A. Office Visits - Any messages or items to be delivered to your child should be taken to the school office. If you need to have your child dismissed from the classroom, please go to the school office, so the school secretary can administer the child's release. This is for your child's protection. Please sign your child out, and back in when returning before the end of the school day.
- B. Money - Please send all money in an envelope. Each envelope should be marked with the student's name, amount enclosed, and what the money is for. Checks will be accepted. If you have more than one child in school, please write all their names on the envelope and send it with the oldest child.
- C. Class Interruptions - It is helpful to the teachers if parents bring their questions at the end of the day or at a conference which has been arranged by appointment. If a parent desires to visit a teacher or classroom during school hours, an appointment should be made with the secretary. The teachers depend on the time before school to make final preparations for the day. Please do not try to visit with the teachers about issues without an appointment. However, you may communicate with our teachers through phone calls, e-mail, text or social media at any time.

- D. Clothing Standards - Room mothers, kitchen helpers, those attending field trips and all other volunteers need to follow our dress code. If unsure of the proper attire, please call the school office.

## **FACULTY**

Faculty members are carefully selected on the basis of dedication as Christians, training, experience, and maturity. Each staff member will show a love for the student, as well as an interest in personal development and competence in teaching.

## **CHRISTIAN LEADERSHIP TRAINING**

Each school day begins with the pledges, Scripture reading and prayer. The student identifies his education with the ministry of the church through weekly chapel sessions, where local pastors, invited guests and staff members teach the Word of God. We cordially invite our parents to join in the weekly chapel services.

## **CHRISTIAN AMERICANISM**

America is a republic, which guarantees liberties, to **educate**, and to **preserve** freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

### **Pledge of Allegiance to the American Flag**

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Pledge of Allegiance to the Christian Flag**

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe."

### **Pledge of Allegiance to the Bible**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God."



## GENERAL CONDUCT

By applying for admission and enrolling in Galt Christian School, students and families are expressing a desire to be a part of a distinctive life style as well as our academic program. The student's attendance at school signifies a willingness to adhere to the school's standards and regulations.

Even in the best of situations and relationships, problems, and disagreements do sometimes arise. In matters between students, it is best if they take care of the situation on a personal level. Complaints, which may arise about the school or the faculty, should be taken care of as quickly as possible. Matthew 18:15-16 says, "Moreover if thy brother shall trespass against thee, go tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he shall not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established." These steps are an example of how we can take care of problems and conflicts that may arise.

Rules do have a purpose. They are for personal growth, safety, and the good of the school community. The personal aspect is:

1. For personal discipline
2. The well-being of the school community
3. The safeguard of the academic progress

It is the desire of the faculty at Galt Christian School that each student becomes a responsible and mature Christian and leader for the Lord. Students are expected to act in an orderly and respectful manner maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students should respect the authority of the school staff and obey the rules.

1. Gripping or a bad attitude is not tolerated.
2. Marked or defaced property is to be replaced at the expense of the offending student.
3. Such things as guns, matches, lighters, knives, radios, gum, and other items deemed unproductive to a Christian learning environment are not permitted on campus.
4. Cell phones may be brought to school, but must remain in the student's backpack. The school cannot be responsible for lost, damaged, or stolen items.
5. Students will show respect to staff and other students by keeping their hands to themselves.
6. Students are permitted to bring athletic equipment for use at breaks in designated areas. The school cannot assume responsibility for the care and safety of such equipment.
7. Certain areas of the campus shall be designated "off limits" to students. Failure to stay clear of these areas will result in discipline.
8. A closed campus policy will be maintained. Students may not leave campus during school hours except for special purposes for which they must have a signed, written permission slip from home in advance. Penalty for leaving campus without permission may result in a two-day suspension.
9. Student may only use the office telephone with permission.
10. Students are to care for text books in a responsible manner. Parents will be charged for excessive damages.
11. Boyfriend/girlfriend relationships are not allowed on school campus. School romance often causes a distraction to the daily educational process. Discussion or communication of such relationships will not be permitted.
12. Gum is not permitted during school or detention hours.

## CONDUCT AND DISCIPLINE

Parents love their children, and because they desire their children's good works to proceed from hearts full of love for their Savior, parents have both the responsibility and duty to use loving Christian discipline in the rearing of their children. The faculty of Galt Christian School, when acting in behalf of our parents, has the same duty. Our children in accordance with God's command, "Honor your father and mother", owe obedience and respect, not only to their parents, but also to the teachers, which the Lord has placed over them.

This is not a corrective institution! Do not enroll a student with the idea that we will reform him. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

All students should strive at all times to conduct themselves in a manner becoming of a Christian. If your child comes home complaining about policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that this reporting is emotionally biased without all the information.
3. Realize that we have reason for all rules and that they are enforced without favor.
4. Support the administration and call us for all the facts.

This school is dedicated to the training of children in a program of study, activity, and daily living that is Christ-centered. We believe that "all things should be done decently and in order" and our students should be taught to accept a given responsibility to "walk honorably before all men".

Here, discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgement, and understanding. Unacceptable behavior will be dealt with appropriately. Mandatory discipline will be administered for lying, being disrespectful, swearing, cheating, direct disobedience, fighting, or defacing of property. Detentions, cleaning projects, or writing sentences will also be used as disciplinary measures. When a disciplinary action has been taken, a note will be sent home. This note should be signed by a parent and returned to school the following day.

The Bible is clear that discipline is essential for Christ-like character and must be administered with love and consistency. All office visits will require immediate notification of the parents to inform them of the infraction and discuss discipline options and preferences. Our goal is to use infractions as a tool for developing Christ-like character and is not merely punitive. All office visits will include:

1. A discussion of the infraction to verify the offense.
2. A look at Scripture to show why the behavior is wrong and God's desire for His children.
3. A call home where the student tells the parent what they did, and the principal reviews discipline options with the parent.
4. The explanation and administration of discipline.
5. Prayer and reassurance of God's continued love, the staff's love and parent's love and desire to see the student become Christ-centered in all behavior.
6. A written record will be made to include date, offence, corrective action and name of correcting staff member and any witnesses. A copy will be sent home to the parents which must be signed and returned to school the following day.

## **SATURDAY WORK DETAIL**

In cases where a suspension for conduct reasons is required, parents may be given the choice of a Saturday Work Detail for their students. A participant of a Saturday work detail will pay \$25.00 to the supervising teacher for supervision and will work for four (4) hours on school property.

## **REPORT CARDS**

The grading system of our school is designed to give parents a true indication of the student's academic and character development progress or lack thereof.

Reports cards are given to students to present to their parents at the end of each nine-week period. Report cards are sent home on the 2<sup>nd</sup> Monday after the last day of the quarter.

## **GRADING SCALE**

Grades K – 2<sup>nd</sup>

E = Excellent  
G = Good  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

Grades 3<sup>rd</sup> – 8<sup>th</sup>

A = 90 – 100  
B = 80 – 89  
C = 70 – 79  
D = 60 – 69  
F = 59 – 0  
I = Incomplete

## **VISITING THE SCHOOL**

All parents are strongly encouraged to visit their child's classroom while classes are in session. Arrangements must be made through the school office before entering the classroom.

## DRESS CODE POLICY

Our standards of grooming and dress for boys and girls are designed to minimize clothing competition, which seeks to draw attention to the individual. We encourage each student to gain recognition through a Christ-like attitude and conscientious work habits. We appeal to parents to ensure that their children are appropriately and modestly dressed when leaving for school.

If for some reason judgment needs to be passed the administration reserves the responsibility and the right to make final decisions. Students are not allowed to wear any other uniforms but those specified by Galt Christian School. Any family who consistently refuses to cooperate in matters of dress and appearance will be asked to withdraw from Galt Christian School.

### 1. Boys

#### a. Shirts

##### i. Options:

1. Polo shirts (any solid color – appropriate logo\*)
2. Dress shirts (any solid color)
  - a. T-shirts that are worn underneath must not reveal any logos/graphics through the dress shirt
3. Turtlenecks (any solid color)

##### ii. All shirts must be tucked in for grades 3<sup>rd</sup> through 8<sup>th</sup>

#### b. Pants/Shorts

- i. Must be clean, hole-free with no fray
- ii. Appropriate size (i.e. not baggy or tight)
- iii. Only navy, khaki, grey, brown or black casual slacks may be worn
- iv. Must be worn at the waist
  1. Belts are required for grades 3<sup>rd</sup> through 8<sup>th</sup>
- v. Knee-length navy or khaki uniform shorts may be worn during the months of September, October, April and May

#### c. Shoes

- i. Should be comfortable
- ii. Must be safe
- iii. Dress, Top-Sider, loafers, boots or athletic shoes may be worn
- iv. No tap, sandals or flip-flops are allowed
- v. Socks must be worn (excludes loafers)
- vi. Laces must be tied

#### d. Chapel

- i. Boys are required to wear a dress shirt (any solid color)
- ii. Shorts are not permitted

#### e. Hair

- i. Must be short, neat and trim
- ii. Must be above the eye brows, off the collar and no longer than the middle of the ear
- iii. Extreme hairstyles, tails, cut lines, design marks or shaved heads are not permitted (ask the administration if you have any questions prior to the haircut)

iv. Changing of hair color is **not** permitted for boys

f. Jewelry

- i. Watches are allowed
- ii. No earrings
- iii. Masculine jewelry may be worn appropriately and in moderation
- iv. No permanent tattoos are permitted

2. Girls

a. Shirts

- i. Options:
  1. Blouse (any solid color)
  2. Polo shirts (any solid color – appropriate logo\*)
  3. Turtlenecks (any solid color)
- ii. Only the top button may be left unbuttoned if so desired

b. Jumpers/Skirts

- i. Kindergarten through 4<sup>th</sup> grade
  1. Jumpers and skirts must have shorts worn underneath
  2. Only navy, khaki, grey, black or plaid may be worn
- ii. 5<sup>th</sup> grade through 8<sup>th</sup> grade
  1. Jumpers or skirts
  2. Only navy, khaki, grey, black or plaid may be worn
- iii. Must be clean, hole-free with no fray
- iv. Appropriate size (i.e. not baggy or tight)
- v. The length of jumpers and skirts must fall to the knee

c. Pants/Shorts

- i. Must be clean, hole-free with no fray
- ii. Appropriate size (i.e. not baggy or tight)
- iii. Only navy, khaki, grey, brown or black uniform pants may be worn
- iv. Must be worn at the waist
- v. Knee-length navy or khaki uniform shorts may be worn during the months of September, October, April and May

d. Shoes

- i. Should be comfortable
- ii. Must be safe
- iii. Dress, Top-Sider, loafers, boots or athletic shoes may be worn
  1. Heels are not to exceed one inch
- iv. No tap, sandals, flip-flops, or open-back shoes are allowed
- v. Socks, stockings and leotards may be worn
- vi. Laces must be tied

e. Chapel

- i. Girls are to wear jumpers or skirts, **no pants or shorts**

f. Hair

- i. Must be neat and trim and well groomed
- ii. Bangs may not hang into the eyes
- iii. Extreme cuts or styles, unusual colors, cut lines, design marks or shaved heads are not permitted (ask the administration if you have any questions prior to the haircut)

g. Accessories

- i. Earrings and jewelry may be worn
- ii. Dangling earrings should not be longer than one inch, or larger than a quarter
- iii. No more than one earring per ear is allowed
- iv. No other body piercing will be permitted
- v. Middle school girls may wear moderate make-up
- vi. No permanent tattoos

**3. Sweaters, sweatshirts & jackets**

- a. Any graphics or logos that may appear on a jacket or sweatshirt must not depict anything unsuitable or inappropriate (please ask the administration if there is any question)
- b. Button-up, slip-over, crew neck or cardigan style sweaters are permitted
- c. Jackets and sweatshirts, hooded and non-hooded, are permitted
  - i. Students are not to wear their hoods up unless weather dictates
- d. Uniforms must be worn under sweaters, sweatshirts and jackets

\*Appropriate logos are those that are harmonious with Christian growth. Please avoid secular bands and companies that are clearly identified with anti-Christian morality or sentiments.

## **STUDENT SUPPLIES**

Notebooks, book bags, lunch pails, etc. must not bear words or pictures, which are not consistent with the Christian values we teach. Please avoid pictures of television, movie, and secular rock music personalities. (Generally, non-human, traditional cartoon characters such as Mickey Mouse, Donald Duck, etc. are acceptable.) NOTE: In these matters the administration and faculty will determine what is acceptable. A supply list will be provided before the beginning of the school year. Late entrants will receive a supply list after the application process.

## **ATTENDANCE AND TARDINESS**

Absence other than sickness and emergencies will be excused only if arrangements were made in advance with the teacher. The teacher normally needs one week to prepare assignments for the student, and tests must be completed according to the teacher's timetable. Schoolwork may not be done in advance of anticipated absences. Assignments will be provided on the student's final day of attendance.

Doctor, dental, and any other appointments are to be made after school hours if possible.

A written excuse signed by a parent or guardian must be presented to the teacher when a student returns to school after an absence. If a note is forgotten the child will be sent to the office to call his/her parent to remind the parent of the note. The note needs to be sent that day or the next morning. If forgotten again the child will be sent to the office until the parent brings his/her note to the school.

Classrooms will be open by 8:15am each day. A student is considered tardy if he/she is not in his/her seat by 8:30am. Students are expected to attend class fully prepared with the materials needed for class. Any student that is tardy must first come to the office for a tardy slip before going to his/her classroom. No late student will be admitted to class without a tardy slip. Students with three unexcused tardies will serve a one-hour detention after school (3:00pm – 4:00pm). Excessive tardiness, more than four per semester, will result in a parent/teacher/student conference.

## **HOMEWORK POLICIES**

1. Students will be expected to complete all assigned work.
2. Students who take books home may not work beyond the pages assigned by the teacher.

### **Consequences for Homework not completed on time**

Grades K – 8<sup>th</sup>

Each offense results in a one-hour detention the day of the offense (3:00pm – 4:00pm). Friday detentions will be served on Monday. There will be a \$5 charge to parents for each detention the child serves. The child will call the parents to let them know of the detention. Repeated detentions may result in a special parent/teacher meeting.

## **PHYSICAL EDUCATION**

It is the policy of Galt Christian School that no student will be excused from the P.E. course offered without a medical excuse.

P.E. shirts may be purchased in the school office. Loose fitting knee-length shorts are required. Loose fitting cotton or fleece sweatpants may be worn in colder weather.

## **TEAM SPORTS**

Please see athletic handbook. (5<sup>th</sup> – 8<sup>th</sup> Grades)

### **Policy of Eligibility**

- All 6<sup>th</sup> – 8<sup>th</sup> grade students receive weekly progress reports. Students who are participating in team sports must maintain a 70% or above in **all** subjects to be eligible for game participation. Students may still participate in after-school practices with the team even if they are not eligible to play in the games.
- Students are not to expect extra credit to bring up their grades, but must use their time wisely to keep their grades at the 70% or above level.

## **FIRE DRILLS**

At the sound of the fire alarm bell, students are to stand and walk out of the building in an orderly manner to a designated place. Each teacher will be with his/her class. Each teacher will have his/her roll book and call the roll. When directed, they will return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Drills will occur quarterly. The school will also conduct earthquake and lockdown drills at the discretion of the administrator.

## **TRANSPORTATION**

Parents must arrange for the transportation of their children to and from school. Please be sure that those who provide transportation for your children understand the dismissal procedure that we use to protect your children. Please advise the office or your student's teacher if anyone other than a relative known by the teacher is picking up your child/children. If the student rides his/her bicycle, a lock must be provided.

## **DISMISSAL**

Students will be dismissed at 3:00pm. They are to be picked up by 3:15pm unless there is an emergency and the school has been notified. If your child is not picked up at the required time, you will be charged a day-care fee of \$3 per hour per child. Dismissal procedure is as follows: Please enter the parking lot through the entrance farthest from the building. The first car in the loop should pull up to the end of the sidewalk. Students will be waiting on the sidewalk along the side of the building, and will be dismissed as their car comes up in the line.

## **LUNCH & SNACKS**

Hot lunches are available on Fridays only and are on a pre-order basis. Check with the school secretary for current costs.

The children have a mid-morning recess each day. Perhaps you would like to send a nutritious snack for your child to eat at recess. Suggested snack ideas: nuts, dried fruit, fresh fruits of any kind, juices without sugar added, vegetables, cheese crackers, celery sticks with peanut butter, or cheese. Apples should be sent peeled and cut up if your child so desires.

Good nutrition is essential for effective learning. Please give your child a good breakfast and pack a well-balanced lunch.



## MEDICAL GUIDELINES

A medical form must be filled out and submitted to the school office. All students must be vaccinated against diphtheria, polio, measles, and rubella before beginning school. In instances where a student needs medical attention, the school will call the parent or family doctor (in that order). No staff member will be allowed to administer any medicines, tranquilizers, aspirin, pep pills, etc., to any students for headaches, fever, or other reasons without parental authorization. All medication must be kept and administered in the school office.

When students participate in any sports program at Galt Christian School, the parent is financially responsible for any medical expenses.

## FIELD TRIPS

In connection with their studies in the arts and sciences, students may have a number of field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Teachers may ask students to take notes and tests upon returning to school.

Field Trips are fun and informative for students, teachers and drivers. Please remember, a field trip is an extension of the classroom, and the teacher is still in charge. All students are expected to behave in a manner which reflects courtesy, good manners and obedience.

Should discipline problems arise, please allow the teachers to take the necessary steps to correct the behavior. Parents are asked to encourage their child to obey the rules just as they would when sitting in the classroom with Mom or Dad present.

Drivers for field trips are greatly needed. If you are able to drive please inform the school. When you do drive please remember you are carrying someone else's pride and joy. Please obey all traffic laws and drive in a safe and responsible manner. We require all drivers to carry proof of insurance with both medical and liability coverage. **All drivers must provide the school with an annual copy of insurance and driver's license for our records.**

Please adhere to the school's dress code on field trips. We also ask that no non-related adults of the opposite sex ride as chaperones in a car by themselves.